SOCIAL WORKERS REGISTRATION BOARD

Administrative Executive (Registration)

The Social Workers Registration Board (SWRB) is an independent statutory body established under the Social Workers Registration Ordinance (Cap. 505). It is responsible for matters relating to the registration of social workers (RSWs) and, ultimately protects the interests of service users and the general public.

We are seeking a proactive, detail-oriented individual to provide administrative support for our registration services in a collaborative and supportive environment.

Major Responsibilities:

- Processing applications for registrations and renewals of registration, including checking documents for completeness;
- Handle enquiries from RSWs and the public by email, phone and in person;
- Maintain and update databases, files and records;
- Perform other duties as assigned.

Requirements:

- Higher diploma or above from a recognized tertiary institution, or equivalent;
- At least two years of relevant administrative experience, preferably in a statutory body;
- Strong interpersonal skills and effective written and verbal communication skills in both Chinese and English;
- Proficiency in computer applications, including MS Office Suite and Chinese word processing;
- Strong organizational skills, attention to detail, and the ability to prioritize tasks and work independently.

Employment Terms:

The post is remunerated in accordance with the Hong Kong Government's Master Pay Scale (Points 3 - 15, currently $17,545 - $35,780), with a 5-day work week, 14 days annual leave, and MPF, medical, and dental benefits.

The appointment will be on a two-year contract. Future employment may be offered on renewable contracts subject to performance and staffing needs.

Date for Application Review: 25 November 2026
(Applications would be considered until the post is filled.)

Application:
A detailed resume including your qualifications and experience, current/expected salary, and earliest availability should be sent to the SWRB Board Office by quoting the position applied via email at **re@swrb.org.hk**. Shortlisted candidates will be invited to a written test and/or interview. Applicants not notified within 8 weeks from the application review date should consider their applications unsuccessful.

The SWRB is an equal opportunities employer and welcomes applications from all qualified candidates. Information provided relating to employment will be kept confidential and used only for processing applications. For details, please refer to the Policy Statement on Equal Opportunities at https://www.eoc.org.hk/en.