



社會工作者註冊局 SOCIAL WORKERS REGISTRATION BOARD

Deputy Registrar

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 and committed individual to oversee registration, regulatory, and administrative functions, and support the effective delivery of the Board's statutory responsibilities.

Major Responsibilities:

Reporting to the Registrar, the appointee will:

- Assist the Registrar to perform all statutory duties as prescribed in the Social Workers Registration Ordinance (Cap. 505);
- Assist the Board in performing its functions;
- Recommend to the Board the formulation of policies and procedures relating to its functions, and
- Oversee day-to-day office administration to ensure efficient operation of the Office of the Board.

Requirements:

- A Bachelor's Degree or above in any discipline from a recognized university in Hong Kong, or an equivalent qualification;
- At least 10 years of post-degree working experience, of which not less than 5 years at the managerial level in statutory bodies or public sectors;
- Experience in statutory or regulatory organizations, committee administration, registration matters, complaint handling, and continuing professional development will be a definite advantage;
- Excellent interpersonal, organizational, analytical, and communication skills;
- An excellent command of written and spoken English and Chinese. Proficiency in Putonghua would be an advantage

Employment Terms:

The post is remunerated in accordance with the Hong Kong Government's Master Pay Scale (Point 34 to 39, currently \$83,975 - \$99,525), with a 5-day work week, 21 days annual leave, and MPF, medical and dental benefits.

Date for Application Review: 2 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 registrar@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>.