

Executive Officer I (2 posts) (Ref: 2400144)
Faculty of Liberal Arts and Social Sciences

The Faculty is looking for an enthusiastic and experienced administrator to fill an important senior executive position. The appointee is expected to handle a full range of administrative duties. Typical work activities are: providing support to developing and implementing strategic plan of the Faculty; serving Committees; administering student scholarships and student matters; analysing data to improve academic programme development; compiling reports/proposals/operational procedures; leading a team of executive and supporting staff to accomplish academic/research-related tasks; managing academic learning programmes; organising events such as Information Day, Graduation Ceremony and faculty forum; coordinating programme promotion and student recruitment activities; carrying out duties relating to finance, general administration, personnel management.

Applicants should have a Bachelor's Degree with at least 7 years of post-qualification working experience at the executive level, including at least 5 years' relevant experience in tertiary institutions. Strong organisational, analytical and reasoning mind, excellent writing and problem-solving skills are essential. They should be highly proficient in both English and Chinese (including Putonghua), independent, attentive to details, highly self-motivated and able to work under pressure and meet tight timelines. Ample experience in administering academic programmes will be an advantage. For information on the Faculty, please visit: <https://www.eduhk.hk/flass>. Shortlisted candidates will be invited to attend a written test.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), leave, medical and dental benefits.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV on or before **28 February 2024**. Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsopp/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

Further information about the University is available at <http://www.eduhk.hk>.

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