

**Executive Officer II (Ref: 2400613)**  
**Office of the President**

The appointee will be responsible for providing a wide range of administrative and executive support to the Associate Vice President (Quality Assurance) in academic programme management and development, quality assurance and enhancement, student matters, field experience and school partnership activities. He/She will provide secretarial support to committees, work groups, academy-wide review exercises, and academic events/functions. He/she will also need to compile operational procedures/manuals/guidelines, prepare papers and reports, and coordinate the academic ceremony and other events.

Applicants should have a Bachelor's Degree with several years of post-qualification working experience, preferably gained in tertiary institutions. Having experience in committee secretariat responsibilities, report compilation, the development of procedures/manuals/guidelines, as well as coordinating ceremonies and events would be advantageous. They should have excellent command of both written and spoken English and Chinese (including Cantonese and Putonghua); good management and interpersonal skills; and be attentive to details. They should be adapted to a multi-tasking work environment, able to work under tight deadlines, and demonstrate the ability to work both independently and as a team.

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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 **21 June 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>.

**EdUHK is an Equal Opportunities Employer.**