

*Founded in 1994 and awarded the University title in 2016, The Education University of Hong Kong (EdUHK) is a publicly funded university, dedicated to the advancement of teacher education and related disciplines through a diverse offering of academic, professional and research programmes. Celebrating its 30<sup>th</sup> anniversary in 2024, the University aspires to become a leading university in the Asia Pacific region and beyond, with a focus on educational and multidisciplinary research, development and innovation. We are committed to nurturing outstanding and caring educators and professionals as well as enhancing the impact of scholarship.*

*The University has an academic/teaching staff strength of about 450 and total student headcount of about 11,000. It has a Graduate School and three Faculties, namely, Faculty of Education and Human Development, Faculty of Humanities, and Faculty of Liberal Arts and Social Sciences, comprising 15 academic departments, as well as a number of University-level research centres and Faculty-level research and professional development centres and academies. For more information about the University, please visit <http://www.eduhk.hk>.*

*We are looking for suitable candidate(s) to fill the following position(s). If you are excited by the prospect of contributing your expertise to the development of a leading university at the heart of Asia Pacific region and beyond, we would like to hear from you.*

### **Council Secretarial and Administration Manager (Ref: 2400696) Office of the Vice President (Administration) and Council Secretariat**

Reporting to the Vice President (Administration), the appointee will be responsible for providing a comprehensive range of corporate secretarial and administrative support to the Office of the Vice President (Administration) and the Council Secretariat including organization of Council / Committee / working group meetings; preparation of meeting papers / minutes / reports / correspondence / speeches / presentation materials; taking care of regulatory and compliance requirements for the University's subsidiaries and the registration matters with EDB; liaison with Government departments/public bodies; drafting responses to external organizations such as LegCo, UGC and EDB for Vice President (Administration); and assisting in ad hoc projects or other duties as assigned. The appointee is expected to work closely with various administrative offices and academic units in discharging the responsibilities.

Applicants should have a Bachelor's Degree in business administration, law, finance, corporate governance, or a related field with a minimum 10 years of relevant working experience in sizable publicly listed companies, public organizations or tertiary institutions and are qualified members of HKCGI or equivalent, have good knowledge and experience in corporate secretarial, corporate governance and legal matters, plus some business or administrative exposures; have an excellent command of English and Chinese Languages and interpersonal skills; have the ability to work independently under tight timeline; be meticulous, highly self-motivated and have a strong sense of responsibility. Relevant knowledge and experience in handling matters related to Greater Bay Area (GBA) for institutions of Hong Kong would be useful.

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 15% of the basic salary), leave, medical and dental benefits, and, where applicable, housing 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 **8 July 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/jobsoff/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.

**EdUHK is an Equal Opportunities Employer.**