

Data Officer (Ref: 2400715)
Office of the Vice President (Research and Development)
Office of Institutional Data and Research

The appointee will provide analytics and data support in university rankings, surveys and related initiatives in the Office. Duties include coordinating data submission for major university rankings exercises; data collection and conducting analysis on research data, impact measurement and research performances of researchers; managing research output content and researchers' profiles; performing data visualization through the current system; assisting the automation of current data gathering and reporting systems; drafting proposals/ reports/ presentation materials related to university rankings initiatives; supporting activities related to university rankings and international reputation; working closely and smoothly with academic/ non-academic units; liaison with internal/external parties; assisting in ad hoc activities; and performing any other duties assigned by Director and his delegate(s). Occasional travel is required.

Applicants should have a Bachelor's Degree in Computer Science, Management Information Systems or related disciplines, with several years of relevant post-qualification of full-time experience. Preference will be given to those who are familiar with research data or research databases, such as Scopus, SciVal, Pure, WoS, InCites. They should have high proficiency in both written and spoken English and Chinese, able to work independently under pressure and after normal office hours. They should also be a good team player, meticulous, patient, highly self-motivated and have a strong sense of responsibility.

Applicants who have responded to the previous advertisements (Ref:2400451) for the same position are under consideration and need not re-apply.

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 **12 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/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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