

Executive Officer II (Three Posts) (Ref: 2400691)
Department of Mathematics and Information Technology

The appointee(s) will be responsible for providing a wide range of administrative support to research-related matters, academic programmes, promotion and events in the Department, as well as carrying out general administrative duties as required. He or she will also serve as secretary to various departmental committees, write reports and proposals, liaise with programme personnel, students and external bodies, support department coordination and event management, supervise junior staff and perform other duties as assigned. The initial appointment will be for a period of 3 years, with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's degree with several years of relevant post-qualification full-time working experience, preferably in education/ tertiary institutions. They should also have high proficiency in both written and spoken English and Chinese (Cantonese and Putonghua), good communication and analytical skills, be literate in computer applications, be attentive to details, and have strong sense of responsibility. They should also be self-motivated, mature, and able to work independently and adaptable to changes. Immediate availability is preferred.

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 **22 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.

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

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