

## **Executive Officer I/II (Ref: 2400723) Graduate School**

The appointee will be responsible for providing administrative support to postgraduate programmes, including quality assurance and administration of taught master's and research degree programmes, as well as general administrative duties within the Graduate School. Main duties include coordinating matters related to the management and operation of the postgraduate programmes; writing administrative papers; assisting in the development and review of postgraduate regulations; serving as Secretary to Boards and Committees; mentoring junior ranked staff; liaising with programme management personnel, departments and external bodies; and performing any other duties as assigned by the supervisor.

Applicants should have a Bachelor's Degree with normally 7 years or more of relevant administrative/management post-qualification experience preferably in tertiary education institutions. They should have high proficiency in both written and spoken English and Chinese, and have excellent organization, communication and interpersonal skills. They should also be a good team player, attentive to detail, self-motivated, capable of multi-tasking and able to work under pressure. Applicants with less experience may be considered for the post of Executive Officer II.

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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 **23 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.

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

**EdUHK is an Equal Opportunities Employer.**