

Executive Officer II (Ref: 2400758) Research and Development Office

The appointee will provide administrative and executive support to the Office. Major duties include processing human research ethics applications and research proposals, and rendering secretarial support to committees / working groups / taskforce meetings and research-related activities. He/she is also responsible for coordinating internal and external research assessment exercises, assisting in statistical analysis of research data and compiling annual statistical reports, providing support to the development of websites and research-highlighted programmes, and performing any other duties as assigned.

Applicants should possess a Bachelor's Degree with normally 2 years or more of post-qualification and solid working experience, preferably at the executive level gained in the tertiary education sector. They should have good communication and interpersonal skills, a flexible approach to work, and excellent organisational and problem-solving abilities. The appointees should be highly proficient in English and Chinese, attentive to details, highly self-motivated, have strong literacy in computer applications and ability to maintain online systems/databases effectively.

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 **30 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.