

## Executive Officer I / II (Ref: 2400806) Office of the Chief Information Officer

The Office of the Chief Information Officer (<https://www.eduhk.hk/ocio>) provides quality services to support all central information systems in support of teaching, learning, research and administration and places emphasis on staff's career/professional development. The Office is looking for quality professionals to fill the posts (2 openings).

The appointee will be responsible for providing a wide range of administrative support for the University-wide Common Data Collection Format (CDCF) exercise which is designed for the collection of statistical data from UGC-funded Universities in a common, computer-processable form for purposes of UGC and RGC. Through the submission of CDCF returns, most of the essential data for the sector-wide Performance Measures (PMs) and institution-specific Key Performance Indicators (KPIs) for UAA are reported. Main duties include coordinating and collaborating with all Faculties/Departments/Offices/Units for regular and ad-hoc data submission to the UGC, acting as a liaison with the UGC Secretariat on all CDCF enquires and matters and necessary follow-through with relevant units, coordinating the annual review of the CDCF exercise by arranging briefing sessions, etc. Other duties include providing administrative and secretarial support to committees and working groups, and working closely with internal departments and external organisations, preparing proposals and reports, organizing and supporting activities related to university development and other strategic initiatives, and performing any other duties as assigned by the supervisors.

Applicants should have a recognised Bachelor's degree in Languages, Communications, Statistics, or related disciplines, with preferably 7 years of post-qualification of full-time working experience in tertiary education institutions. They should have high proficiency in both written and spoken English and Chinese. They should be detail-oriented, self-motivated, well-organized, able to work independently under pressure and have a strong sense of responsibility. Good communication and interpersonal skills and good IT skills are essential. Applicants with less relevant working 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. **Review of applications will start from 8 August 2024, and will continue until the post are filled.** 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>.

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