

*Founded in 1994 and awarded the University title in 2016, The Education University of Hong Kong (EdUHK) is a publicly funded university, dedicated to the advancement of teacher education and related disciplines through a diverse offering of academic, professional and research programmes. Celebrating its 30<sup>th</sup> anniversary in 2024, the University aspires to become a leading university in the Asia Pacific region and beyond, with a focus on educational and multidisciplinary research, development and innovation. We are committed to nurturing outstanding and caring educators and professionals as well as enhancing the impact of scholarship.*

*The University has an academic/teaching staff strength of about 450 and total student headcount of about 11,000. It has a Graduate School and three Faculties, namely, Faculty of Education and Human Development, Faculty of Humanities, and Faculty of Liberal Arts and Social Sciences, comprising 15 academic departments, as well as a number of University-level research centres and Faculty-level research and professional development centres and academies. For more information about the University, please visit <http://www.eduhk.hk>.*

*We are looking for suitable candidate(s) to fill the following position(s). If you are excited by the prospect of contributing your expertise to the development of a leading university at the heart of Asia Pacific region and beyond, we would like to hear from you.*

### **Assistant Registrar (Ref: 2400782) Faculty of Education and Human Development**

Reporting to the Dean of the Faculty of Education and Human Development, the appointee will be responsible for planning, coordinating and supervising all aspects of the faculty administration. She/He will lead the whole Faculty Office to carry out planning, development, implementation, review and quality assurance work of academic programmes. She/He will also oversee all faculty-level and programme-level committees/workgroups/task forces. Being the administrative head of the Faculty, she/he will manage and oversee the financial, physical and human resources of the Faculty Office and provide advice to cognate departments when and where necessary. The appointee will also lead the planning and organisation of major Faculty events and direct the implementation of initiatives to achieve the University's and Faculty's strategies and goals.

Applicants should have a Bachelor's Degree with normally 12 years or more of relevant post-qualification working experience, of which 10 years of relevant hands-on managerial experience at the supervisory level gained in the tertiary education sector of Hong Kong. She/He should also be a highly independent administrative leader with excellent command of verbal and written English and Chinese. Strong communication and interpersonal and organisational skills are required. She/he must demonstrate experience in administration, management, committee work and staff supervision. Shortlisted candidates will be invited to attend a written test.

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 15% of the basic salary), leave, medical and dental benefits, and, where applicable, housing 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 **9 August 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.

**EdUHK is an Equal Opportunities Employer.**