

Executive Officer II (Ref: 2401219)
Artificial Intelligence and Digital Competency Education Centre

[Appointment Period: 4 months]

The appointee will be responsible for providing administrative support to Artificial Intelligence and Digital Competency Education Centre. Duties include liaising with external partners, arranging courses, school visits, and events; and other duties as assigned by the Centre Director. The appointment period is around 4 months.

Applicants should have a Bachelor's degree with several years of relevant post-qualification working experience, preferably in tertiary institutions. They should also have good organizational and communication skills, high proficiency in both English and Chinese. Fluent in spoken Cantonese is a must. They should be self-motivated, work independently and as a good team player. Immediately available is highly preferred.

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical 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 **6 November 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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