

Executive Officer I (Ref: 2401278)
Office of the Vice President (Administration)

The appointee will be responsible for providing executive and administrative support to the Office of the Vice President (Administration) and secretarial support to the Council Secretariat and various committees, including organisation of meetings and events; preparation of meeting papers/ minutes/ reports/ correspondence/ speeches/ presentation materials. He/she is also responsible for providing support to ensure statutory compliance of the University's subsidiaries, liaising with Government departments/public bodies and maintenance of database and records. He/she is expected to work closely with academic/ non-academic units as well as internal and external parties, assisting in ad-hoc assignments and performing any other duties assigned by the Vice President (Administration) and his/her delegate(s).

Applicants should have a good Bachelor's Degree, preferably in corporate governance studies. They should have 7 years of post-qualification working experience, ideally at an executive level in tertiary education institutions. Prior experience in administration at a university-level office is preferred. They should be highly proficient in both English and Chinese (including Cantonese and Putonghua), a good team player and leader, attentive to details, highly self-motivated and able to work under pressure; and have strong communication and organization skills.

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 **22 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. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

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

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