

Executive Officer II (Ref: 2401351)
Department of Chinese Language Studies

The Department aims to become an influential hub for Chinese education in the Greater China region, and is rapidly developing a range of initiatives to achieve this goal. The appointee will provide comprehensive project administration services, including managing budgets, human resources and academic activities. He/she will also supervise support staff, serve as secretary to committees and meetings, liaise with internal and external stakeholders on academic and research matters, and undertake any other duties as assigned by the supervisor.

Applicants should have a Bachelor's Degree with several years of solid working experience at the executive level, preferably gained in the tertiary education sector. They should have strong interpersonal, writing and administrative skills, with proficiency in both English and Chinese. They should also demonstrate strong leadership skills, attention to detail, self-motivation, and the ability to work effectively under pressure. Preference will be given to those with a good understanding of and experience in the field of Chinese Language and Education.

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 **26 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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