

Executive Officer II (Ref: 2401415)
Faculty of Education and Human Development

The appointee will be responsible for (i) providing executive support to development, management, implementation, quality assurance and enhancement of taught postgraduate and/or other academic programmes; (ii) providing secretarial support to committees, work groups, faculty-wide review exercises and academic events/functions; (iii) implementing academic projects and support student matters; (iv) maintaining office's information, record management systems and website; (v) providing executive support to faculty-based projects/functions; (vi) liaising with internal and external parties in performing duties; (vii) supervising clerical and support staff; and (viii) performing any other duties as assigned by the supervisor or his/her delegate(s).

Applicants should have a Bachelor's Degree with several years of post-qualification working experience, preferably gained in tertiary institutions. Having experience in committee secretariat responsibilities, report compilation, quality assurance of academic programmes, as well as the development of procedures/manuals/guidelines would be advantageous. Proficiency in both English and Chinese (including Putonghua) is essential. Additionally, exemplary communication and interpersonal abilities are required. The ideal candidate should demonstrate strong teamwork, meticulous attention to detail, self-motivation, and the ability to work effectively under pressure.

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 23 December 2024, and will continue until the post is 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/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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