

## **Executive Officer II (Ref: 2500052) Research and Development Office**

The appointee will be responsible for providing administrative and executive support to the Office. Main duties include processing internal, external and mainland research grant applications, proposal reviews; project management; and analyzing statistical research data. He/she is also responsible for supporting the development and enhancement of the online system for research grant applications and management; assisting in and monitoring the utilization of research facilities monitoring projects and databases; rendering secretarial and executive support to committees; organizing meetings/events/functions/visits; preparing publicity materials such as posters etc.; managing general administrative duties, supervising supporting staff; and performing any other duties as assigned. The appointee may need to work off-campus at times and should be flexible in working hours.

Applicants should have a Bachelor's Degree with normally 2 years or more of post-qualification and solid working experience, preferably at the executive level gained in the tertiary education sector. They should have strong literacy in computer applications such as MS Word, Excel, PowerPoint, and Access; proven ability in committee work; and good command in both English and Chinese (including Putonghua). They should be able to work under tight timelines, independent, capable of multitasking, attentive to details, and highly self-motivated. They should also possess strong communication, interpersonal and organizational skills with high sense of responsibility.

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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 **24 January 2025**. 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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