

Manager (Planning and Stakeholder Management) (Ref: 2500075) Office of Institutional Data and Research

The appointee will report to the Director of the Office of Institutional Data and Research and work closely with faculty and departments to manage the University's key academic and industry stakeholders, particularly in relation to university rankings. This role involves coordinating, analyzing, and communicating stakeholder data, as well as implementing management strategies to enhance the University's international standing and reputation through international conferences and summits. Additionally, the appointee will liaise with ranking agencies and university stakeholders to facilitate participation in and hosting of international summits and conferences. Other duties as assigned by the Office Director will also be undertaken.

Applicants should hold a Bachelor's degree, preferably in marketing, public relations, communications, or a related field, with a minimum of 7 years of post-qualification work experience. Proactive and independent, with a demonstrated ability to build strong relationships with internal and external stakeholders. Experience in developing and implementing marketing strategies. Background in organizing international conferences or summits. Strong communication and interpersonal skills, coupled with high self-motivation. Working experience in academic institutions is preferred but not required. Excellent command of both written and spoken English and Chinese.

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 appointee will hold a substantive rank of Executive Officer I in the University.

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 **19 February 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. 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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