

## **International Engagement Officer (Ref: 2500194) Faculty of Humanities**

The appointee will play a key role in developing strategies and implementing actions to enhance the Faculty's global presence and foster international partnerships and exchange activities.

The appointee's key roles and responsibilities include:

- assisting and managing international events;
- overseeing the Dean's International Research Collaboration Award scheme;
- handling matters related to Memoranda of Understanding;
- coordinating visits from universities and organisations worldwide, including those from mainland China and the Greater Bay Area;
- providing logistical and administrative support for outgoing visits aimed at fostering new partnerships and promoting academic collaboration;
- supporting both outgoing and incoming student exchange programmes at the programme levels; and
- liaising with both internal and external stakeholders.

This position requires a strong understanding of higher education, high-level coordination and overall planning ability. Applicants should possess a recognised degree with 3 years of full-time, post-qualification working experience, preferably in global partnership or related fields. The ideal candidate will demonstrate strong international exposure with a passion for promoting cross-cultural collaboration, and excellent communication and interpersonal skills with strong proficiency in both written and spoken English and Chinese (including Putonghua). Applicants should be detail-oriented, self-motivated, and able to work effectively as part of a team. Strong organisational skills, the ability to perform under pressure, and a high level of computer literacy are essential for this role.

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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 appointee will hold a substantive rank of Project Officer 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 **28 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>.

**EdUHK is an Equal Opportunities Employer.**