

Executive Officer I / Executive Officer II (Ref: 2500117) General Education Office

We are seeking a highly motivated individual for the position of Executive Officer I. The successful candidate will be responsible for delivering comprehensive administrative and secretarial support to the office, ensuring efficient operations while advancing the objectives of the General Education curriculum. This role requires demonstrating leadership in managing office operations effectively and assisting the Director in overseeing the quality of all existing General Education courses to ensure they meet established standards. Additionally, the appointee will liaise with departments and relevant units to facilitate the development and implementation of General Education courses. Other duties include budget planning, managing the daily operation of the Office, providing secretarial support to Committees; preparing data and creating high-quality documents such as university reports, presentations, speeches, and promotional materials; organizing complex timetables; supervising supporting staff; coordinating and organizing workshops, meetings, interviews, consultations, events and functions; liaising with internal and external parties; and performing other duties as assigned.

Applicants should have a recognized degree with 7 or more years of relevant post-qualification working experience preferably at the executive level in tertiary institutions. They should also have good organizational skills, high proficiency in both English and Chinese, good interpersonal and communication skills, and high literacy in computer applications. They should be able to work under pressure, self-motivated, work independently and as a good team player. Applicants with less relevant work experience will be considered for the post of Executive Officer II.

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 **25 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.

Further information about the University is available at <http://www.eduhk.hk>.

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