

**Executive Officer II (Ref: 2500118)**  
**General Education Office**

The appointee will be responsible for supporting the development and implementation of General Education curriculum, assisting in the preparation of proposals for new or amended programmes of study and examination schemes, and preparing high-quality documents for reporting purposes. Additional responsibilities include managing the daily operations of the office. The role also involves providing secretarial support to committees, organizing complex timetables, supervising supporting staff, and coordinating workshops, meetings, interviews, consultations, events, and functions. Furthermore, the appointee will liaise with both internal and external parties and perform other duties as assigned.

Applicants should have a recognized degree with several 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.

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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 March 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>.

**EdUHK is an Equal Opportunities Employer.**