

**Executive Officer II / Executive Assistant (Ref: 2500316)
Centre for Learning, Teaching and Technology**

The appointee will be responsible for providing administrative and executive support related to e-learning and digital competency, internationalisation, staff professional development activities, student academic activities, and general administration. He/she will also provide secretarial support to committees, working groups, and academic events/functions. Additionally, the appointee will be responsible for data collection, evaluation, creating promotional materials, organizing training materials, preparing papers and reports, and coordinating events. Other duties may be assigned by the Centre Director and Executive Co-Director as needed.

For the position of Executive Officer II, applicants should hold a Bachelor's degree with several years of post-qualification work experience, preferably in tertiary institutions. Experience in committee secretariat responsibilities, report compilation, and event coordination would be advantageous. Proficiency in both English and Chinese (including Putonghua) is essential. Additionally, exemplary communication and interpersonal skills are required. The ideal candidate should demonstrate strong teamwork abilities, meticulous attention to detail, self-motivation, and the capacity to work independently, effectively, and efficiently.

Applicants with less relevant post-qualification work experience may be considered for the position of Executive Assistant.

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. **Review of applications will start from 21 March 2025, and will continue until the post is filled.** 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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