

Executive Officer II (Ref: 2500431)
AI, Brain, and Child Research Centre
Academy for Educational Development and Innovation

The appointee will be titled Executive Officer II and responsible for providing comprehensive administrative and financial support to the AI, Brain, and Child Research Centre (ABC-RC), including project management, conference organization, stakeholder engagement, and developing educational programs related to AI, brain development, and children. This involves financial planning, budget management, resource allocation, building strategic partnerships, and driving revenue growth. The ideal candidate possesses experience in building strategic partnerships, managing budgets, fundraising, promoting programs, recruiting students, and driving revenue growth within educational or research settings.

Applicants should possess a bachelor's degree and at least two years of relevant administrative or research experience, preferably in higher education. Strong communication skills (English and Chinese), proficiency in office software, attention to detail, and the ability to manage multiple tasks under pressure are essential. Experience in supporting research-driven programs in child development, neuroscience, or related fields is highly desirable. The successful candidate will be a highly motivated self-starter with the ability to work both independently and collaboratively as part of a multidisciplinary team, exhibiting initiative and professionalism in a dynamic and evolving research environment. Experience in higher education administration, fundraising, and/or the financial sector is highly desirable.

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 18 April 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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