

Executive Officer I (Ref: 2500451)
Artificial Intelligence and Digital Competency Education Centre

The appointee will be responsible for providing administrative support to the Artificial Intelligence and Digital Competency Education Centre (AIDCEC). He/She will manage and support the coding education project and the centre's initiatives. He/She will undertake a wide range of administrative duties, including writing proposals, reports, and presentation materials; organizing conferences, events, and courses; liaising with internal and external parties; assisting with ad hoc activities; and performing any other duties assigned by the Centre Director and his delegate(s). The appointment will be until 31 August 2025.

Applicants should have a Bachelor's degree with at least 7 years of post-qualification full-time working experience, preferably at the executive level in tertiary education institutions. They should have high proficiency in written and spoken English and Chinese (including Cantonese). They should also possess excellent organizational, communication, and interpersonal skills.

Applicants who have responded to the previous advertisement of the same position (Ref: 2500019, 2500154 or 2500341) are under consideration and need not re-apply.

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical 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 **23 April 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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