

**Executive Officer II (Ref: 2400354)**  
**Department of Health and Physical Education**

The appointee will be responsible for planning, organizing and providing executive support to programme management, student placements, school partnership and student activities. He / she will undertake a wide range of duties including preparing and reviewing meeting papers / minutes / proposal / reports / correspondence / speeches / presentation materials; liaising with external / internal parties; organising workshops and webinars, and serving as secretary to committees / working groups / meetings, preparing proposals / papers / reports, and performing any other duties as assigned by supervisor. The appointment will be for a period of 3 years.

Applicants should have a Bachelor's Degree with several years of post-qualification full-time working experience in programme development and administration, event management including webinar, editorial and translation, preferably gained in tertiary institutions. They should have high proficiency in both written and spoken English and Chinese. They should also have excellent communication and interpersonal skills. They should be a good team player, attentive to detail, self-motivated and able to work under pressure.

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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 **6 May 2024**. 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. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

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

**EdUHK is an Equal Opportunities Employer.**