

Executive Officer II (Ref: 2400415)
Department of Social Sciences and Policy Studies

The appointee will be responsible for academic programme management and development. He/She will undertake a wide range of executive duties, including processing confidential data and documents, overseeing budget and expenses, drafting review documents/proposals/reports, conducting admission exercises, managing student study progress, arranging timetabling matters, coordinating marketing materials, organising student and alumni activities, providing secretarial support to different committees, and performing other job-related duties as required.

Applicants should have a Bachelor's Degree with several years of post-qualification full-time working experience in programme development and administration in tertiary education institutions. Proficiency in both English and Chinese (including Putonghua) is essential. They should be a good team player, attentive to detail, self-motivated, able to work under pressure, and possess excellent organisational, communication, and interpersonal skills. Additionally, they may be required to work beyond regular office hours and travel outside Hong Kong.

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 **7 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.

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

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