Executive Officer II (Ref: EOII/FAS/0310)
Faculty of Arts and Sciences

The appointee will be responsible for providing administrative support to various marketing activities in the Faculty such as organizing programme promotion seminars/talks and Education Information Day, coordinating outreach promotional activities in schools, institutions and organizations, providing assistance in local/overseas education expos, holding student forums, maintaining and updating Faculty website, designing promotional posters/leaflets, and so on. He/She will also assist in programme development and implementation like arranging logistics and providing secretarial support for meetings, corresponding with other institutions and collaborative partners, arranging timetables, liaising with administrative and academic units, handling student matters and perform other duties assigned by supervisors. He/She may need to travel abroad for providing assistance in education expo. The appointment will be for a period of 12 months, with a possibility of renewal subject to mutual agreement.

Applicants should possess a recognized degree, preferably in marketing or communication and have at least two years’ relevant working experience in tertiary education field; high proficiency in English and Chinese; literacy in computer applications; good knowledge of and skills in graphic design; good communication and interpersonal skills; be self-motivated and interested in promotional activities as well as administrative work relating to programme development and implementation.

Salary will be commensurate with the qualifications and experience. Fringe benefits include leave and outpatient medical benefits.

Application forms can be obtained from (a) http://www.ied.edu.hk/hro/applyfor.htm; (b) the Human Resources Office, 3/F, Administration Building, The Hong Kong Institute of Education, 10 Lo Ping Road, Tai Po, New Territories, Hong Kong; or (c) Town Centre, Level 2, The Long Beach, 8 Hoi Fai Road, Tai Kok Tsui, Kowloon, Hong Kong. The completed application form, together with full curriculum vitae, should be sent to the Human Resources Office by email to hro@ied.edu.hk or by fax to (852) 2948 6005 or by post on or before 3 April 2010. Please quote the reference number of the position in the application and mark “Strictly Confidential – Job Application” on the envelope.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted.

Further information about the Institute is available at http://www.ied.edu.hk

The HKIEd is an Equal Opportunities Employer