Executive Officer II (Ref: EOII/RDO/0610)

Research and Development Office

The appointee will be responsible for providing administrative and executive support to committee work, drafting correspondences, and assisting in office activities and general office administration. He/She will also assist in the institutional research data collection and perform other duties as assigned.

Applicants should possess a recognized degree with relevant working experience gained in the tertiary education sector; high proficiency in English and Chinese; literacy in computer applications including MS Word, Excel, Access, PowerPoint and Chinese word processing; and excellent communication and interpersonal skills. He/She should have the ability to handle multi-tasks in an organized manner and work independently.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term gratuity-bearing contract. Fringe benefits include leave, medical and dental 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 10 July 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

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