Executive Assistant (Ref: ExeA/EPL/0310)
Department of Education Policy and Leadership

The appointee is responsible for providing administration support in the General Office of the Department of Education Policy and Leadership. He/She is expected to provide assistance in the time-tableing exercise and the conduction of self-financing programmes/conferences/events; support staff members in the preparation of lectures; update and develop the Department’s homepage; maintain the filing system; process different kinds of payments; handle internal and external correspondences; provide service in departmental committee meetings; and perform other duties as assigned by the supervisors.

Applicants should possess a recognized degree; at least 2 years of working experience, preferably in the educational sector; good knowledge in using PC including Chinese word processing; and good command of English.

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 27 March 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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