Executive Assistant (Ref: ExeA/GPO/1109)  
Graduate Programmes Office

The appointee will assist in the development of new academic programmes as well as promotion and marketing of higher degree programmes. He/She will also assist in the design and implementation of research projects including literature reviews, data analysis and report writing; and any other duties assigned by the Associate Vice President (Graduate Studies). The appointment will be made initially for one year.

Applicants should possess a recognized degree, preferably with a higher degree, in Management/Education/Psychology/Quantitative Methods or related disciplines; at least two years of relevant working experience; high proficiency in both written and spoken English and Chinese (Cantonese and Putonghua); strong computer skills (e.g., SPSS, Word, Excel, Internet and Chinese word processing); an ability to work independently; and good planning, organizational and interpersonal skills.

Salary will be commensurate with the qualifications and experience of the appointee with leave and outpatient medical benefits provided as appropriate.

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 28 November 2009. 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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