Executive Assistant (Ref: ExeA/HPE/1109)
Department of Health and Physical Education

The appointee will be responsible for providing secretarial and administrative support such as organizing conference, seminar and workshop; planning work flow for the project; liaising with sports governing organizations and updating information in the project website. Working outside normal office hours and on Sundays / public holidays may be required. The appointment will be made initially for 12 months, with a possibility of renewal subject to mutual agreement.

Applicants should possess a recognized degree with at least 2 years of working experience. High proficiency in written English and Chinese with good analytical ability and some knowledge of research software are preferred.

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 21 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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