

Executive Officer II (Ref: 2100041) Research and Development Office

The appointee will provide administrative and executive support to the Office including research data collection exercise; statistical analysis and report compilation of research data; data manipulation and system work; coordination of research outputs' review exercise and organization of events. He/she is also responsible for monitoring the databases on research publications and projects; rendering secretarial support to committees; providing support to quality assurance; supervising supporting staff; and performing any other duties as assigned.

Applicants should have a Bachelor's Degree with several years of post-qualification and solid working experience at the executive level, preferably gained in the tertiary education sector. They should have strong literacy in computer applications such as MS Word, Excel, PowerPoint and Access; proven ability in committee work; and good command in both English and Chinese (including Putonghua). They should be able to work under tight timeline, independent, multi-tasking, attentive to details, and highly self-motivated; possess strong communication, interpersonal and organizational skills, and high sense of responsibility.

Salary will be commensurate with qualifications and experience.

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

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV. **Review of applications will start from 5 March 2021, and will continue until the post is filled.** Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsopp/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised.

Further information about the University is available at <http://www.eduhk.hk>.

EdUHK is an Equal Opportunities Employer.