

**Executive Officer I (Ref: 2100330)**  
**(holding a functional title of Global Affairs Manager)**  
**Global Affairs Office**

Serving as an international relations arm of the University, the Global Affairs Office has its major responsibilities of non-local student recruitment; organising non-local experiential learning programmes including student exchange programmes; promotion of the University internationally; and development of international collaboration with strategic partners worldwide. The Office is looking for a dynamic and committed individual with strong interests in this line of work.

The appointee is expected to execute the strategic plans of the Office and support the internationalisation development of the University. He/She will be responsible for planning and implementing strategies in the promotion of the University and its programmes internationally; supporting high-level committees, particularly on internationalisation; assisting in the development of international collaboration with strategic partners worldwide; organising non-local experiential learning programmes including student exchange programmes and other learning activities; promoting internationalisation at home; providing general assistance in various functions of the office; supervising support staff under his/her charge; and undertaking any other duties as assigned by supervising officer(s). Travelling to the Greater China region and other parts of the world will be required.

Applicants should have a Bachelor's degree with at least 7 years of post-qualification working experience, preferably in tertiary education sector and relevant field. They should have excellent command of both written and spoken English and Chinese; good knowledge of higher education in the Greater China region and other countries; strong time management, problem solving and interpersonal skills; good computer skills; be able to work independently; and be attentive to details.

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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 on or before **6 August 2021**. Applications which are incomplete or without the required documents may not be considered. 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/jobsoff/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. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

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

**EdUHK is an Equal Opportunities Employer.**