

**Executive Officer II (Ref: 2100478)**  
**Faculty of Education and Human Development**

The appointee will be responsible for planning, organizing and providing executive support to student placements, school partnership, field-based student activities, student matters and academic programme management. He/she will undertake a wide range of duties including liaising with external schools/organisations and internal departments, organising workshops and seminars, and serving as secretary to committees/working groups/meetings, preparing proposals/papers/ reports, and performing other duties as assigned by supervisor.

Applicants should have a Bachelor's Degree with several years of post-qualification working experience, preferably gained in tertiary institutions. They should have high proficiency in both written and spoken English and Chinese. They should also have excellent communication and interpersonal skills. They should be a good team player, attentive to detail, self-motivated and able to work under pressure.

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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. **Review of applications will start from 4 October 2021, and will continue until the post is filled.** 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/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. 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.**