

**Executive Officer II (Ref: 2100548)**  
**Library (Collection Development Section)**

The appointee will assist the Library in operating the University Archives and implementing University Archives Policies of the University. He/she will identify, collect, catalogue, preserve and organize potential archival items from internal and external sources. The appointee will also be required to provide administrative support to the Section. If needed, he/she may be required to work irregularly hours in evenings, weekends and public holidays. The appointment will be for a period of two years.

Applicants should have a Bachelor's degree, preferably with a postgraduate-level qualification in archives/records management. They should have 2 years or more of post-qualification working experience, preferably in archives/records management. Strong analytical, problem solving and organization skills, as well as excellent command of written and spoken English and Chinese are required.

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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 **29 October 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.

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

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