

## **Executive Officer I (Ref: 2201302) Research and Development Office**

The appointee will be responsible for coordinating the university's research data collection exercise; assisting in internal and external research assessment exercises; monitoring the database on research publications; and managing research projects and initiatives funded by the internal and external grants. He/she is also required to provide secretarial and executive support to committees/working groups; organize meetings/events/functions/visits; provide support in quality assurance; compile annual statistical reports; supervise supporting staff; assist in resources allocations, and perform any other duties as assigned.

Applicants should have a recognized degree with normally 7 years or more of post-qualification full-time working experience at the executive level, preferably in tertiary education institutions. They should have an excellent command of spoken and written English and Chinese (including Putonghua); strong literacy in computer applications such as MS Word, Excel, PowerPoint, and Access; proven ability in committee work; strong communication, interpersonal, organizational, and problem-solving skills with high sense of responsibility. Independence, capability of multitasking, being highly self-motivated, attention to details and the ability to work under pressure and to meet tight timelines are essential qualities.

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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 **21 December 2022**. 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.

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

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