

Executive Officer II (Ref: 2201293)
Department of Special Education and Counselling

The appointee will be responsible for providing administrative support to undergraduate and postgraduate programmes, including student enrolment, programme promotion, timetabling, internship, and general programme operations. Duties include assisting the Department in strategic planning of programmes; providing administrative support from programme initiation to implementation; writing administrative papers and reports; handling academic and student affairs; organizing promotion activities; rendering accounting services; serving as Secretary to various departmental committees; mentoring junior ranked staff; liaising with programme management personnel, departments and external bodies; discreet handling of confidential documents and carrying out daily office administration and performing any other duties as assigned.

Applicants should have a Bachelor's Degree with several years of post-qualification working experience. They should possess strong communication and interpersonal skills, good leadership and problem-solving skills. Experience in working at local tertiary education institutions is preferred.

For information on the Department of Special Education and Counselling, please visit: <http://www.eduhk.hk/sec>.

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 January 2023**. 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>.

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