

Executive Officer II (Ref: 2300033)
Department of Early Childhood Education

The is looking for an enthusiastic and motivated individual to provide executive support in the Office of the Department Head. He/she will assist the Department Head in maintaining the efficient operation of the Head's Office. He/she will undertake a wide range of executive duties, including (a) organizing and managing confidential information; (b) providing administrative support; (c) operating a wide range of human resource functions; (d) serving a range of departmental committees; (e) preparing and reviewing documents; (f) drafting proposals/reports; (g) managing the Department Head's schedule and appointments; (h) maintaining public relations; (i) liaising with internal/external parties; (j) working closely and harmoniously with various academic and administrative units; (k) assisting in ad hoc activities; (l) supervising supporting staff, and (m) performing any other duties as assigned by the Department Head.

Applicants should have a Bachelor's Degree (Second Upper or above) and over 10 years of full-time work experience as an executive assistant in the tertiary education sector. They should be highly proficient in operating Oracle-based online human resource, financial, and budgeting systems. They also must demonstrate knowledge of University-sector policies, particularly in regard to finance and human resource. They must be able to show expertise and finesse in executing HR-related duties, provide exemplars of good leadership, and have excellent analytical and problem-solving skills. He/she should also have excellent communication skills in both English and Chinese. The successful candidate must demonstrate the ability to multi-task, work independently without close supervision, and collaborate with different stakeholders of the University.

For information on the Department of Early Childhood Education, please visit:
<http://www.eduhk.hk/ece>.

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 **3 February 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.

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

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