

## **Executive Officer II (Ref: 2300360)** **Centre for Language in Education**

The appointee will be responsible for providing executive support to the strategic development of the Centre, including (1) programme management (such as managing Chinese, Putonghua and English language enhancement programmes, and providing support to matters related to quality assurance and enhancement); (2) administrative support (such as office administration, personnel management as well as supervising junior staff; providing secretarial support to committees and meetings as well as preparing reports/proposals; handling matters related to the Centre's finance; handling student matters), (3) liaison work (e.g. liaising with internal and external members for academic / project / collaborative agreement issues), and any other duties as assigned by the Head of the Centre.

Applicants should have a Bachelor's Degree with several years of solid working experience at the executive level, preferably gained in the tertiary education sector. They should have strong literacy in computer applications such as MS Word, Excel, PowerPoint and Access; proven ability in committee work; and good command in both written/spoken English and Chinese (including Putonghua). They should be highly self-motivated and attentive to details, while possessing strong communication, interpersonal and organisational skills.

For information of the Centre, please visit: <https://www.eduhk.hk/cle/en/>

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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 **10 April 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/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. 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.**