

Executive Officer II (Ref: 2301049)
Student Affairs Office

The appointee will be responsible for managing sports teams, planning and coordinating sports, physical wellness and fitness activities, as well as organising campus-wide and inter-hall competitions and events. He/she will be required to liaise with internal and external parties for tertiary competitions, organise local training camp(s) and overseas tours, provide assistance in working with sports coaches and administration of training and competitions, organise coaching courses/activities, serve as secretary to committees and perform other duties as assigned by the supervisor(s).

Applicants should have a Bachelor's degree in Physical Education or sports-related programme, with several years of relevant post-qualification working experience. They should also have high proficiency in English and Chinese (including Putonghua), excellent interpersonal and communication skills, literacy in computer applications and the ability to work independently or as a team member. Apart from being a self-starter, they should be dynamic and self-motivated. Relevant working experience in the local tertiary education institution(s) will be an advantage.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), 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. **Review of applications will start from 5 October 2023, and will continue until the post is filled.** 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>.

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