

Executive Officer II (Ref: 2301066)
Faculty of Humanities

The appointee will be responsible for providing a wide range of executive support in programme administration, programme development and review; serving as Secretary to various boards and committees; preparing proposals/papers/reports; coordinating programme promotion and student recruitment activities; handling student matters; and carrying out general administrative duties as required.

Applicants should have a Bachelor's Degree with several years of post-qualification working experience at the executive level, preferably related to programme administration in tertiary institutions. They should be highly proficient in both written and spoken English and Chinese (including Putonghua), a good team player, attentive to details, self-motivated, have strong organisational, communication and interpersonal skills as well as able to work under pressure. Immediate availability is preferred.

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 on or before **4 October 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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