

## **Executive Officer I (Ref: 2301237)** **Global Affairs Office**

Serving as an international relations arm of the University, the Global Affairs Office has its major responsibilities of development of international collaboration with strategic partners worldwide; promotion of the University internationally, in particular but not limited to Belt & Road countries and Greater Bay Area. The Office is looking for a dynamic and committed individual with substantial experience in this line of work.

The appointee will be mainly responsible for providing high-level executive supports to the Associate Vice President (Internationalization) – AVP(I). Duties include providing administrative support in building and maintaining international partnership; contributing to the production of marketing and promotion collaterals; coordinating photo shooting, promotion activities and events; coordinating media relations, media buying and pitching; supporting local and overseas academic and capacity strengthening activities; liaising with different internal and external units, drafting proposals and compiling reports; and performing any other duties as required by AVP(I). Frequent travelling to different parts of the world will be required.

Applicants should have at least a Bachelor degree with normally 7 years or more of post-qualification working experience. Candidates with less working experience could be considered for the post of Executive Officer II. Interested individuals with postgraduate qualification(s) and experienced working with tertiary institutions in Belt & Road countries are strongly encouraged to apply. They should have excellent command of both written and spoken English and Chinese (including Cantonese and Putonghua); good management and interpersonal skills; be able to work independently; and be attentive to details.

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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 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 10 November 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/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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