

Founded in 1994 and awarded the University title in 2016, The Education University of Hong Kong (EdUHK) is a publicly funded university, dedicated to the advancement of teacher education and related disciplines through a diverse offering of academic, professional and research programmes. Approaching its 30th anniversary, the University aspires to become a leading university in the Asia Pacific region and beyond, with a focus on educational and multidisciplinary research, development and innovation. We are committed to nurturing outstanding and caring educators and professionals as well as enhancing the impact of scholarship.

The University has an academic/teaching staff strength of about 450 and total student headcount of about 11,000. It has a Graduate School and three Faculties, namely, Faculty of Education and Human Development, Faculty of Humanities, and Faculty of Liberal Arts and Social Sciences, comprising 15 academic departments, as well as a number of University-level research centres and Faculty-level research and professional development centres and academies. For more information about the University, please visit <http://www.eduhk.hk>.

We are looking for suitable candidate(s) to fill the following position(s). If you are excited by the prospect of contributing your expertise to the development of a leading university at the heart of Asia Pacific region and beyond, we would like to hear from you.

Assistant Registrar (Ref: 240022) Office of the President

Reporting to the President, the appointee will provide rigorous professional and administrative support to the President including connecting with internal units and external parties on strategic initiatives, collaboration and partnership in local, Mainland or overseas contexts, drafting and preparation of institutional policies and guidelines, position papers, President's messages, presentations and speeches, minutes of meetings chaired by the President, Senior Management reports to the Council, collaborative agreements, etc. and handling all incoming correspondences, requests and invitations. He/She will provide secretarial and executive support to a wide range of internal and external committees, e.g., Senior Management Committee and Heads of Universities Committee, including preparation of papers, agenda and minutes, and monitoring of the follow-up actions following the discussion/decisions made by respective committees. Other duties include planning and advising on the President's social and public services and supervising staff in the daily management of the Office, discreet handling of confidential documents and cases, participating in GBA and overseas duty trips and any other duties as assigned.

Applicants should have a Bachelor's Degree with substantial relevant working experience of providing support to senior executives in sizeable organisations; preferably have university related secretarial and entrepreneurial experience; be able to develop solutions to complex problems and ambiguous situations with excellent judgement and sensitivity; have proven experience in administration, management, committee work and supervision of staff; have excellent command of English and Chinese (both Cantonese and Putonghua) languages and exceptional communication, organisation and interpersonal skills; have the ability to work independently under pressure and tight timeline as well as outside office hours; be meticulous, highly self-motivated and have a strong sense of responsibility. Applicants with less experience may be considered for the post of Executive Officer I.

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 15% of the basic salary), leave, medical and dental benefits, and, where applicable, housing 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 22 January 2024, 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/jobopp/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.

EdUHK is an Equal Opportunities Employer.