

**Executive Officer I / Executive Officer II (holding a functional title of Senior Learning & Teaching Officer / Learning & Teaching Officer) (Ref: 2400095)
Faculty of Education and Human Development**

The appointee will be responsible for providing administrative and executive support to the faculty learning and teaching management/initiatives, academic programmes, quality assurance and enhancement, student placement and daily office administration. He/she will also provide secretarial support to committees, work groups, faculty-wide review exercises and academic events/functions. He/she will also need to compile operational procedures/manuals/guidelines, prepare papers and reports and coordinate the Faculty Graduation Ceremony and other events.

Applicants should have a Bachelor's degree with at least 7 years of post-qualification work experience at the executive level, preferably gained in tertiary institutions. Experience in committee secretariat duties, report compilation, procedures/manuals/guidelines development and coordinating graduation ceremony/events is essential. Excellent organizational skills, proficiency in document/report compilation, guideline development and event organization are required. Strong communication skills, leadership abilities and attention to detail, high proficiency in both English and Chinese and the ability to work under pressure are essential. Applicants who have less relevant post-qualification work experience may be considered for the post of Executive Officer II.

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 21 February 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/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.

Further information about the University is available at <http://www.eduhk.hk>.

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