

Executive Officer II (Ref: 2400232)
Office of the President

The appointee will be responsible for providing administrative/executive and research support to the Associate Vice President (Quality Assurance). Main duties include administrative supports to committees and university-level quality assurance matters and projects related to quality assurance and student learning. He/she is also responsible for supporting the implementation of development projects, liaison with internal and external parties and performing other duties as assigned.

Applicants should have a Bachelor's Degree with normally 2 years or more of post-qualification and solid working experience, preferably at the executive level gained in the tertiary education sector. Preferences will be given to candidates with experiences in project management and quality assurance matters. They should have strong literacy in computer applications such as MS Word, Excel, PowerPoint, and Access; proven ability in committee work; and good command in both English and Chinese (including Putonghua). They should be able to work under tight timelines, independent, capable of multitasking, attentive to details, and highly self-motivated. They should also possess strong communication, interpersonal and organizational skills with high sense of responsibility.

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 **14 March 2024**. 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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