

**Executive Officer II / Executive Assistant (Ref: 2400243)  
Office of the President**

The appointee will provide a comprehensive range of administrative and executive support to the Associate Vice President (Internationalization) – AVP(I). Duties include providing support to matters related to internationalization, in particular collaboration and partnership with educational institutions in the Greater Bay Area (GBA), and to some extent Belt & Road countries; and performing any other duties as required by AVP(I). Constant traveling is required. The initial appointment will be for a period of 2 years with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's Degree with normally 2 years or more of post-qualification working experience. Interested individuals experienced in working with institutions in GBA are strongly encouraged to apply. They should have excellent command of both written and spoken English and Chinese (especially Putonghua); good management and interpersonal skills; be able to work independently; and be attentive to details. They should also be meticulous, patient, highly self-motivated and have a strong sense of responsibility. Applicants who have less relevant post-qualification experience will be considered for the post of Executive Assistant.

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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 on or before **20 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.

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

**EdUHK is an Equal Opportunities Employer.**