

**Executive Officer II (Ref: 2400256)**  
**Academy for Applied Policy Studies and Education Futures**

The Appointee will provide a wide range of administrative and executive support to the work portfolio under the purview of his/her supervisor. He/she will be responsible for providing daily secretarial and administrative support, such as but not limited to:

- Preparing papers, presentations and meeting materials in support of committees and working groups related to the academy,
- Organizing and prioritizing tasks, ensuring deadlines are met for different matters, and urgent issues are attended to in a timely fashion,
- Acting as a liaising point between the management board of the academy and other departments, faculties, administrative units, and external stakeholders,
- Supporting the planning, organization, execution and coordination of functions, activities and events initiated or related to the academy or any of the centres/programmes under it,
- Occasional work during non-office hours both on or off campus, and any ad-hoc duties assigned by his/her supervisor.

Applicants should have a recognised university degree with normally 2 years or more of post-qualification working experience, preferably gained in a tertiary education setting. They should be highly proficient in both English and Chinese (including Cantonese and Putonghua), attentive to details, highly self-motivated and have strong communication and organisation skills. They should be adept at a multi-tasking work environment, able to work under tight deadlines and demonstrate the ability to work both independently and as a team.

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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 **21 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>.

**EdUHK is an Equal Opportunities Employer.**