

Executive Officer I (Two Posts) (Ref: 2400229) Faculty of Humanities

The Faculty is looking for an enthusiastic and experienced administrator to fill an important senior executive position. The appointee is expected to handle a full range of administrative duties at the Faculty relating to the management and administration of academic programmes, programme development and review, handling student matters, development of new programmes, liaison with overseas and Mainland partners, as well as implementation of collaborative projects. He/She will provide secretarial and executive support to various boards and committees, programme review exercises and academic events/functions. Other duties include supporting quality assurance activities; compiling operational procedures/manuals/guidelines, and preparing papers/reports/proposals; as well as leading a team of executive and supporting staff.

Applicants should have a recognized degree with at least 7 years of post-qualification working experience at the executive level. Strong organizational, analytical and reasoning skills, as well as excellent writing and problem-solving skills, are essential. They should be highly proficient in both English and Chinese (including Putonghua), attentive to details, highly self-motivated and able to work under pressure and meet tight timelines. The appointee should possess good communication and interpersonal skills, the ability to work independently, an outgoing personality and a strong sense of responsibility. Experience in administering academic programmes will be an advantage. Shortlisted candidates will be invited to attend a written test.

For information on the Faculty of Humanities, please visit: <http://www.eduhk.hk/fhm/>

Salary will be commensurate with qualifications and experience.

The 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 **22 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/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.

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

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