

Founded in 1994 and awarded the University title in 2016, The Education University of Hong Kong (EdUHK) is a publicly funded university, dedicated to the advancement of teacher education and related disciplines through a diverse offering of academic, professional and research programmes. Approaching its 30th anniversary, the University aspires to become a leading university in the Asia Pacific region and beyond, with a focus on educational and multidisciplinary research, development and innovation. We are committed to nurturing outstanding and caring educators and professionals as well as enhancing the impact of scholarship.

The University has an academic/teaching staff strength of about 450 and total student headcount of about 11,000. It has a Graduate School and three Faculties, namely, Faculty of Education and Human Development, Faculty of Humanities, and Faculty of Liberal Arts and Social Sciences, comprising 15 academic departments, as well as a number of University-level research centres and Faculty-level research and professional development centres and academies. For more information about the University, please visit <http://www.eduhk.hk>.

We are looking for suitable candidate(s) to fill the following position(s). If you are excited by the prospect of contributing your expertise to the development of a leading university at the heart of Asia Pacific region and beyond, we would like to hear from you.

**Assistant Registrar (Ref: 2400363)
Office of the Vice President (Research and Development)**

The appointee will provide administrative support to the Vice President (Research and Development) in a broad spectrum of work to drive the strategic development of research, knowledge transfer, internationalisation, graduate studies, and student affairs of the University. He/She will be responsible for managing resources planning, budget allocation, and quality assurance related to the research and development of the University; supporting the formulation and execution of new initiatives and projects; preparing and refining position papers, public speeches, and project proposals as well as reviewing documentation to and from the Office of the Vice President (Research and Development). He/She will also provide administrative and secretarial support to committees and working groups and coordinate and work closely with internal departments and external organisations, such as tertiary institutions, government bodies, and public and private organisations.

Applicants should have a recognised university degree with normally 12 years or more of relevant post-qualification working experience in tertiary institutions at managerial / supervisory levels. Excellent interpersonal, organisation and communication skills, a high level of proficiency in both English and Chinese including Putonghua; be able to develop solutions to complex problems and ambiguous situations with excellent judgement and sensitivity; have proven experience in administration, management, committee work and supervision of staff are required.

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 15% of the basic salary), leave, medical and dental benefits, and, where applicable, housing 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 16 April 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. 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.

EdUHK is an Equal Opportunities Employer.