



香港教育大學
The Education University
of Hong Kong

Global Affairs Manager (Ref: 2400337) Global Affairs Office

Serving as an international relations arm of the University, the Global Affairs Office has its major responsibilities of development of international collaboration with strategic partners worldwide; promotion of the University internationally; recruitment of non-local students; and organising non-local experiential learning programmes including student exchange programmes. The Office works with other offices in providing and ensuring student high satisfaction with their learning experience at and beyond the University, contributing to meeting the [University's Vision and Mission](#).

The Office is looking for a capable and energetic individual who is key contributor of the University's success in promoting branding and internationalisation. The appointee will lead a team of staff for event organization from planning to implementation, from promotion to coordination, from evaluation to expansion. Events such as annual conference, steam education and innovation competition, induction program and tours. While solid and proven experience is important, we offer rooms for demonstration of creativity and ideas in program implementation and resource utilisation.

The appointee will enjoy the opportunity of interacting with corporate and academic partners, government officials and ambassadors, prospective and current students from all over the world. He or she will also be responsible for preparing and implementing promotion activities of the University and its programmes; assisting in the development of international collaboration with strategic partners worldwide; organising non-local experiential learning programmes and other learning activities; providing general assistance in various functions of the Office; supervising support staff under his/her charge; and undertaking any other duties as assigned by supervising officer(s). Working outside normal office hours/during weekends and travels outside Hong Kong including the Greater China region are occasionally required.

Successful applicants should have a bachelor's degree with normally 7 years or more of post-qualification working experience, a can-do spirit, a positive and proactive attitude, a pleasant, cheerful and out-going personality, an interest in interacting with students, and the drive to success. They should also be meticulous, highly organized, multi-task, a good team player, comfortable with dealing with multi-stakeholders, excellent command of spoken and written English and Chinese (including Putonghua), proficiency in computer and office software for preparation of presentation materials and data. Working experience in local tertiary education institutions will be an advantage.

Candidate with less experience will be offered the post of Assistant Global Affairs Manager and work in the team.

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 appointee will hold a substantive rank of Executive Officer I for the position of Global Affairs Manager or a substantive rank of Executive Officer II for the position of Assistant Global Affairs Manager in the University.

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 17 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.

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

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