

Global Affairs Manager (Ref: 2400364) Global Affairs Office

The Global Affairs Office at the University serves as its international relations branch and has several key responsibilities. These include developing international collaborations with strategic partners worldwide, promoting the University internationally, recruiting non-local students, and organizing non-local experiential learning programs such as student exchange programs. The Office works alongside other departments to ensure student satisfaction and contribute to the [University's Vision and Mission](#).

As Hong Kong SAR continues to solidify its position as an international education hub, EdUHK is experiencing an increase in non-local students enrolling in its academic programs. The Global Affairs Office is currently searching for an individual who can play a vital role in promoting internationalization, particularly by establishing connections with potential students and partners in countries and cities outside of China.

The ideal candidates should possess a global mindset, entrepreneurial spirit, and extensive leadership experience. They should have the ability to inspire and train a diverse team of staff, as well as possess exceptional interpersonal skills to effectively communicate with individuals and organizations from various cultures. This includes corporate and academic partners, government officials, ambassadors, and students from around the world. Proven experience in effective team and staff training and event organization. The appointee will be responsible for organizing and attending promotional activities, fostering and maintaining international collaborations, and coordinating and developing non-local learning programs. Additionally, they may be required to work beyond regular office hours, travel outside of Hong Kong, and possess proficiency in English and Chinese (including Putonghua).

Successful applicants should hold a bachelor's degree with normally 7 years or more of post-qualification working experience. They should exhibit a can-do attitude, proactive approach, possess a pleasant and outgoing personality and excellent communication skills especially in English. A genuine interest in interacting with students and a strong drive for success are also vital attributes. Meticulousness, excellent organizational skills, multitasking abilities, and the capacity to be an effective team player and leader are essential. Proficiency in computer and office software, along with experience in and knowledge of tertiary education institutions in western countries, would be advantageous.

Candidate with less experience will be offered the post of Assistant Global Affairs Manager.

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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