

*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 30<sup>th</sup> 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.*

### **Associate Director of Global Affairs (Ref: 2400322) 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 individuals who will play a key role in assisting the Director in developing and implementing strategies to enhance the University's global presence and foster international partnerships, coordinating joint efforts and resources, ensuring successful implementation of plans, and achieving target and on-going improvement and growth.

Applicants should have a bachelor's degree, preferably a higher degree, with solid experience at a senior level in a tertiary education institution. The ideal candidates should possess a global and entrepreneurial mindset, an extensive knowledge of higher education in HKSAR, Mainland China, and various other countries. They should have exceptional coordination and planning skills at an advanced level, outstanding interpersonal capabilities with individuals and organizations from various cultures, and a genuine passion for promoting cross-cultural collaboration, the ability to inspire and train a diverse team of staff.

The appointees will enjoy working in a multi-cultural and dynamic environment with ample room to demonstrate creativity and flexibility. They should have a strong project management background, be able to work independently and collaboratively in a dynamic environment, and be willing to work beyond regular office hours and travel outside of Hong Kong. Experience in organizing large-scale events involving tertiary students, academia, senior management, and government officials, as well as solid knowledge of the working culture of Mainland China, will be advantageous. Strong written and verbal communication skills in English and Chinese (including Putonghua) are required.

Candidates with less qualification and experience may be considered for the post of Assistant Director of Global Affairs.

---

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 appointee will hold a substantive rank of Global Affairs Manager for the position of Associate Director of Global Affairs or a substantive rank of Executive Officer I for the position of Assistant Director of Global Affairs 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 on or before **22 April 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.

**EdUHK is an Equal Opportunities Employer.**

