

Executive Officer II (Ref: 2400368)
Faculty of Education and Human Development

The appointee will be responsible for providing administrative and executive support relating to academic programme management and development, quality assurance and enhancement, student matters, field experience and school partnership activities. He/she will also provide secretarial support to committees, work groups, faculty-wide review exercises and academic events/functions. He/she will also need to compile operational procedures/manuals/guidelines, prepare papers and reports and coordinate the Faculty Graduation Ceremony and other events.

Applicants should have a Bachelor's Degree with several years of post-qualification working experience, preferably gained in tertiary institutions. Having experience in committee secretariat responsibilities, report compilation, the development of procedures/manuals/guidelines, as well as coordinating graduation ceremonies and events would be advantageous. Proficiency in both English and Chinese (including Putonghua) is essential. Additionally, exemplary communication and interpersonal abilities are required. The ideal candidate should demonstrate strong teamwork, meticulous attention to detail, self-motivation, and the ability to work effectively under pressure.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include contract-end gratuity, 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. **Review of applications will start from 24 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.

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

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