

Executive Officer II (Ref: 2400445)
Faculty of Education and Human Development

We are seeking enthusiastic and self-motivated individuals to join us in research and impact development. Typical responsibilities include supporting the management of research projects and research postgraduate programmes; conducting statistical/analytical work to improve development; implementing strategies to grow the faculty's research culture and efforts; serving committees; organising events, and carrying out general duties as required. The appointment will be for a period of 2 years.

The Executive Officer II will play a crucial role in enhancing and promoting the impact of research and external engagement with research activities. The main duties will involve managing grant applications, evidencing knowledge transfer and impact, and collaborating closely with departments to cultivate a flourishing impact culture.

Applicants should possess a Bachelor's degree with several years of post-qualification experience. They should have good communication and interpersonal skills, a flexible approach to work, a questioning and analytical mind, and excellent organisational and problem-solving abilities. The appointees should be highly proficient in English and Chinese, attentive to details, highly self-motivated, and able to work well with computers and maintain online systems/databases effectively. Experience in administering research projects and/or research postgraduate programmes will be an advantage.

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 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 13 May 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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