

Executive Officer II (Ref: 2400510)

Resource Centre for Interdisciplinary Studies and Experiential Learning

The appointee will provide extensive support in curriculum design and development support to a significant project on financial education initiatives in local primary schools. Responsibilities include handling the curriculum/course design work, conducting field tests in schools, working with local and overseas parties, liaising with school stakeholders, preparing agendas, writing minutes and reports, and performing other assigned project duties.

Applicants should possess a Bachelor's degree in Accounting, Finance, Business administration, or related disciplines, with several years of relevant post-qualification full-time working experience. He/she is expected to be self-motivated. Experience in financial education, school education projects, or projects related to school curriculum development and implementation is preferred. Knowledge of finance and project management will be an advantage. The successful appointee should have high proficiency in written and spoken English and Chinese, good interpersonal, communication, IT, time management, and problem-solving skills.

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical 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 **4 June 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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