

Executive Officer II (Ref: 2400600)
Office of the President

The appointee will be required to provide a comprehensive range of administrative and secretarial supports to the Associate Vice President (Internationalization) – AVP(I). Other Duties include providing executive supports to matters related to internationalization, in particular collaboration and partnership with educational institutions and government departments in Belt & Road countries, and to some extent cities in the Greater Bay Area (GBA); and performing any other duties as required by AVP(I). Some traveling will also be required. The appointment will be for an initial period of two years.

Applicants should have a Bachelor's Degree with 2 years or more of post-qualification working experience. Interested individuals experienced in serving as personal assistant as well as international linkage are strongly encouraged to apply. They should have excellent command of both written and spoken English and Chinese (both Putonghua and Cantonese); good management and interpersonal skills; be able to work effectively as a team member; and be attentive to details. They should also be meticulous, patient, highly self-motivated and have a strong sense of responsibility.

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 on or before **12 June 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.

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

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