

**Assistant Knowledge Transfer Officer / Assistant Intellectual Property Officer
(holding a substantive rank of Executive Assistant) (Ref: 2400666)
Research and Development Office (Knowledge Transfer Sub-Office)**

The appointee will be responsible for providing support to the Knowledge Transfer (KT) Sub-office. Main duties include (a) handling the application and the quality assurance procedures of knowledge transfer-related projects under both internal and external funding; (b) assisting in patent application process and IP management; (c) providing executive support in collecting University's KT data, compiling relevant statistical summaries and coordinating committee-level meetings; (d) assisting in the administrative role to facilitate any knowledge transfer activities (e.g. KT sharing/ ITF briefing / IP talks and technology licensing documentation) under KT Sub-office; and (e) performing any other job-related duties as assigned by Director of KT/Head of KT/supervisor.

The appointment will be for a period of two years, with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's degree, preferably with relevant post-qualification experience in government funding and/or IP management. They should have a good command of both written and spoken English and Chinese (including Cantonese and Putonghua), be communicative, attentive to details, and be self-motivated. Applicants with working experience in research/IP administrative units would have an advantage and might be offered the functional title of Assistant Intellectual Property Officer.

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 5 August 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>.

EdUHK is an Equal Opportunities Employer.