

Founded in 1994 and awarded the University title in 2016, The Education University of Hong Kong (EdUHK) is a publicly funded university, dedicated to the advancement of teacher education and related disciplines through a diverse offering of academic, professional and research programmes. Celebrating its 30th anniversary in 2024, the University aspires to become a leading university in the Asia Pacific region and beyond, with a focus on educational and multidisciplinary research, development and innovation. We are committed to nurturing outstanding and caring educators and professionals as well as enhancing the impact of scholarship.

The University has an academic/teaching staff strength of about 450 and total student headcount of about 11,000. It has a Graduate School and three Faculties, namely, Faculty of Education and Human Development, Faculty of Humanities, and Faculty of Liberal Arts and Social Sciences, comprising 15 academic departments, as well as a number of University-level research centres and Faculty-level research and professional development centres and academies. For more information about the University, please visit <http://www.eduhk.hk>.

We are looking for suitable candidate(s) to fill the following position(s). If you are excited by the prospect of contributing your expertise to the development of a leading university at the heart of Asia Pacific region and beyond, we would like to hear from you.

Senior Manager (Administrative Services) (Ref: 2400766) Office of the Chief Information Officer

The Office of the Chief Information Officer (<https://www.eduhk.hk/ocio>) provides quality services to support all central information systems in support of teaching, learning, research and administration and places emphasis on staff's career/professional development. The Office is looking for quality professionals to fill the post.

The appointee will assist the Chief Information Officer in overseeing the day-to-day operations of the Office and provide comprehensive administrative support to the Office to ensure efficient, effective and high-quality administrative services. He/She will be responsible for a broad spectrum of work, including managing the University-wide IT budget planning and resource allocation, supporting the formation and execution of new strategic IT initiatives and projects of the University, preparing and refining project proposals, and assisting in the implementation of the IT policies and procedures to ensure regulatory compliance. He/She will also coordinate the different teams within the Office to ensure collaboration to achieve synergy and enhance productivity, as well as provide administrative and secretarial support to committees and working groups to ensure all work and decisions are well-documented and followed through.

Applicants should have a recognized Bachelor's Degree with at least 10 years of relevant post-qualification working experience in IT management at managerial / supervisory levels. Excellent interpersonal, communication and presentation skills with a strong IT sense; be highly meticulous and self-motivated; have the ability to work independently and multitask under pressure and tight timelines; and be able to develop solutions to complex challenges with excellent judgement and sensitivity. Applicants should be proficient in both English and Chinese and an in-depth understanding of IT systems and infrastructure in a university context will be advantageous.

Salary will be commensurate with qualifications and experience. The appointee will be offered the functional title of Senior Manager (Administrative Services) which holds the substantive post of Assistant Registrar in the University.

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 15% of the basic salary), leave, medical and dental benefits, and, where applicable, housing 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 **5 August 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.

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

EdUHK is an Equal Opportunities Employer.