

Executive Officer II (Ref: 2401042)
Department of Early Childhood Education

The Department is looking for an enthusiastic and motivated individual to provide executive support in the academic programme administration and departmental activities. The appointee will assist in the academic programme, course and project development, student admissions, operation, and quality assurance exercise. He/she will also be required to provide secretarial support to committees, draft reports, papers and proposals; organize seminars/conferences/departmental events; supervise staff members and perform any other duties as assigned.

Applicants should have a Bachelor's Degree with several years of post-qualification working experience. They should possess strong communication and interpersonal skills, and good leadership and problem-solving skills. Experience in working at local tertiary education institutions is preferred.

For information on the Department of Early Childhood Education, please visit <http://www.eduhk.hk/ece/>.

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 1 October 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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