

**Executive Officer II (Ref: 2401091)**  
**Academy for Educational Development and Innovation**

The Academy is looking for an enthusiastic and experienced administrator in the supervisory position. The appointee is expected to handle a full range of administrative duties.

He/she will assist the project team and the Academy in

- coordinating the project to ensure efficient communication among the project team / overseas / mainland / local collaborators, and university partners;
- managing the entire project with different components;
- providing secretarial services for committees and meetings, drafting papers and reports;
- organizing overseas / mainland trips;
- liaising with stakeholders internally and externally;
- monitoring and evaluating the progress and effectiveness of the project; and
- as well as any duties related to the project and the Academy.

Occasional duty travel may be required. The initial appointment will be for a period of 1 year, with the possibility of renewal subject to mutual agreement.

Applicants should have a recognized Bachelor's degree with several years of relevant post-qualification full-time working experience. They should have high proficiency in both English and Chinese (Cantonese and Putonghua), and excellent interpersonal and organization skills. They should also be self-motivated, capable of working independently and multitasking, and willing to accept new challenges. Proficiency in computer applications and web application architectures and expertise in web development is essential. Experience in project planning and administration in tertiary education institutions will be an advantage. Shortlisted candidates will be invited to attend a written test.

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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 on or before **17 October 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.**