

Executive Officer II (Ref: 2401112)
Department of Health and Physical Education

The Department aspires to be a leader in physical education (PE), health education, and sports science education locally, regionally, and ultimately internationally with a focus on educational research, development, and innovation. The department contributes to nurturing outstanding and caring physical educators and professionals to have a sustained impact on social progress and human betterment in Hong Kong and beyond. The Department is looking for academic staff who wish to join a group of committed colleagues whose focus is on the academic study of physical education, sports coaching and management, and sports science or related disciplines.

The appointee will be responsible for planning, organizing and providing executive support to programme management, admission, timetable planning, and student activities. He/she will undertake a wide range of duties liaising with external/internal parties; serving as secretary to committees, preparing proposals/reports, and performing any other duties as assigned by supervisor. The appointment will be for a period of 3 years.

Applicants should have a Bachelor's Degree with several years of post-qualification full-time working experience in programme administration, admission, timetable planning, preferably gained in tertiary institutions. He/she should have high proficiency in both written and spoken English and Chinese. He/she should also have excellent communication and interpersonal skills. He/she should be a good team player, attentive to detail, self-motivated and able to work under pressure. Immediate availability is preferred.

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 21 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. 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>.

EdUHK is an Equal Opportunities Employer.