

Executive Officer I (Ref: 2401458)
Department of Early Childhood Education

The Department is looking for an enthusiastic and motivated individual to supervise its administration teams. The appointee will be responsible for monitoring quality assurance and enhancement issues at departmental, programme and course levels; providing secretarial support to major departmental committees; preparing papers and liaising with different parties for academic and strategic development of the Department; implementing systems and processes to grow the Department's culture and efforts; and performing other duties to help in the Department's pursuit of quality and excellence. He/she is also expected to supervise staff and provide coaching to them.

Applicants should have a Bachelor's degree with at least seven years' post-qualification working experience, preferably gained in tertiary institutions. They should be highly proficient in both English and Chinese, attentive to details, and self-motivated. The appointee should have good communication and interpersonal skills, a flexible approach to work, and excellent organizational and problem-solving abilities. Experience in administering academic programmes will be an advantage.

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 25 December 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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