

## Executive Officer II (2 Posts) (Ref: 2500232) Department of Science and Environmental Studies

The appointee will be responsible for providing a wide range of executive support to academic programmes and research-related matters in the Department and carrying out general administrative duties as required. He or she will also serve as secretary to various departmental committees, write reports and proposals, liaise with programme personnel, students and external bodies, support department coordination and event management, supervise junior staff and perform other duties as assigned. He/She should be flexible in working hours. Occasional duty travel may be required. The initial appointment will be for a period of 2 years, 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. Experience in programme planning and administration in tertiary education institutions will be an advantage.

For information about the Department, please visit this website: <http://www.eduhk.hk/ses>.

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 14 March 2025, 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.**