

Executive Officer II (Ref: 2401473)
Office of the Vice President (Academic)

The appointee will provide a wide range of administrative support in relation to the work portfolio under the purview of the Vice President (Academic) as well as the daily operation of the Office. He/She will be responsible for providing secretarial and logistical support to various internal committees and meetings, preparing papers, proposals, reports and correspondence of various kinds, assisting in the preparation of VP(AC), speech, presentations and letters, providing executive support to daily office administration, facilitating academic collaborations and activities with the school sector and other experts/ leaders/ practitioners in different fields and supporting the planning and organisation of functions, activities and events. The appointee will also be required to work closely with internal and external parties in discharging the responsibilities and to perform other duties as assigned by VP(AC) and her delegate(s).

Applicants should have a Bachelor's Degree with several years of post-qualification working experience, preferably in the tertiary education sector. They should be highly proficient in both English and Chinese (including Cantonese and Putonghua), attentive to details, highly self-motivated and have strong communication and organisation skills. They should be adept at a multi-tasking work environment, able to work under tight deadlines, and demonstrate the ability to work both independently and as a team.

Applicants who have responded to previous advertisement (Ref: 2500049) for the same position is under consideration and need not reapply.

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 17 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>.

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