

Clerk (Ref: 2500435)

Department of Health and Physical Education

The appointee will be responsible for providing administrative support for the departmental activities, providing office administration, including carrying out general clerical duties, handling financial matters, and being able to work under pressure and meet tight timelines. The appointment will be for a period of 12 months, with the possibility of renewal subject to mutual agreement.

Applicants should have Level 2 or equivalent or above in 5 subjects including Chinese Language, English Language, and Mathematics in the HKDSE; or Grade E (level 2) or above in 5 subjects including Chinese, English (Syllabus B), and Mathematics in HKCEE or equivalent. They should also have proficiency in English and Chinese, and literacy in computer applications. Applicants should be self-motivated, independent, and service-oriented with good interpersonal and communication skills.

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. **Review of applications will start from 30 April 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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