

Executive Officer II (Ref: 2500482)
Registry (Academic Development Section)

The appointee will provide a wide range of administrative and executive support to the Registry. Duties include offering secretariat support to committees or working groups or projects related to academic planning, curriculum development and review as well as the Graduation Ceremony such as preparing minutes, reports, presentations, data and information research and performing any other duties as assigned by supervising officers. He/She will be responsible for a) co-ordinating the compilation and publication of the University Calendar; b) assisting in the organisation of the Graduation Ceremony; c) supporting the preparation of the submission for the UGC Teaching Award and arrangement of the President's Awards for Outstanding Performance in Teaching; and d) supporting the development of the Outside Classroom Learning Experience System as well as the revamp and ongoing maintenance of the curriculum website. The appointment will be for a period of 2 years.

Applicants should have a Bachelor's degree with several years of relevant full-time post-qualification work experience, preferably gained in the tertiary education sector. They should be attentive to detail and self-motivated with a strong sense of responsibility; able to work under pressure with good time management skills; be proficient in written and spoken English and Chinese (both Cantonese and Putonghua). They should also possess good organisational and interpersonal skills to be able to work independently and also as a team. Applicants with strong digital competency and knowledge in developing and maintaining websites will be an advantage.

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 on or before **22 May 2025**. 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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