

Executive Officer II (Ref: 2500492)
Library (Resource Services Section)

The Education University of Hong Kong Library is now seeking a person with project management, research, publication, promotion and marketing experience, preferably with a background in museums, cultural heritage or education field. The appointee will assist the Library in operating the University Archives and implementing University Archives Policies of the University. He/she will identify, collect, catalogue, preserve and organize potential archival items from internal and external sources. The appointee will also conduct research and curate physical and digital contents for exhibitions and activities organized by the Library and Hong Kong Museum of Education.

Applicants should have a Bachelor's degree, preferably with a postgraduate-level qualification in archives/records management, history or cultural studies. They should have 2 years or more of post-qualification working experience, preferably in archives/records management and cultural content curation. Strong analytical, problem solving and organization skills, as well as high proficiency in English and Chinese are required.

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 **23 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.

Further information about the University is available at <http://www.eduhk.hk>.

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