

Executive Officer II (Ref: 2500517)
Office of the President

The appointee will be responsible for providing a comprehensive range of administrative and executive support to the Office of the President. S/he will assist the President and his delegate(s) in project planning and research, implementation, management, and evaluation, and providing support in the collaboration and partnership with universities, institutions, government agencies, social organisations, and enterprises in the Mainland China. S/he is required to travel occasionally and also undertake a range of administrative duties under the Office of the President, including minutes-taking; drafting proposals, reports, presentation materials; working closely with academic/ non-academic units; liaising and coordinating with internal and external parties; assisting in ad-hoc assignments; and performing any other duties assigned by the President and his delegate(s).

Applicants should have a Bachelor's Degree with 2 years or more of post-qualification full-time working experience. They should have high proficiency in both written and spoken English and Chinese (especially Putonghua). They should also have good organisation, communication, Information Technology and interpersonal skills. They should be a good team player, attentive to detail, self-motivated, and able to work under pressure and after normal office hours. Experience in coordinating projects with universities/organisations in Mainland China 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](http://www.eduhk.hk/jobsopp/index.php?glang=en) and upload a full CV on or before **30 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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