

Founded in 1994 and awarded the University title in 2016, The Education University of Hong Kong (EdUHK) is a publicly funded university, dedicated to the advancement of teacher education and related disciplines through a diverse offering of academic, professional and research programmes. The University aspires to become a leading university in the Asia Pacific region and beyond, with a focus on educational and multidisciplinary research, development and innovation. We are committed to nurturing outstanding and caring educators and professionals as well as enhancing the impact of scholarship.

The University has an academic/teaching staff strength of about 450 and total student headcount of about 11,000. It has a Graduate School and three Faculties, namely, Faculty of Education and Human Development, Faculty of Humanities, and Faculty of Liberal Arts and Social Sciences, comprising 15 academic departments, as well as two Academies, Academy for Educational Development and Innovation and Academy for Applied Policy Studies and Education Futures, a number of University-level research centres and Faculty-level research and professional development centres. For more information about the University, please visit <http://www.eduhk.hk>.

We are looking for suitable candidate(s) to fill the following position(s). If you are excited by the prospect of contributing your expertise to the development of a leading university at the heart of Asia Pacific region and beyond, we would like to hear from you.

Senior Global Affairs Manager (International) / Global Affairs Manager (2 posts) (Ref: 2500877) Global Affairs Office

The Global Affairs Office at the University serves as its international relations branch and has several key responsibilities. These include developing international collaborations with strategic partners worldwide, promoting the University internationally, recruiting non-local students, and organising non-local experiential learning programmes such as student exchange programmes. The Office works alongside other departments/units to ensure student satisfaction and contribute to the University's Vision and Mission.

For the post of Senior Global Affairs Manager (International), the appointee will serve as a senior leader in promoting internationalisation, particularly by establishing connections with potential students and partners in countries and cities outside of China. The appointee should possess a global mindset, an entrepreneurial spirit, and extensive leadership experience, as well as the ability to inspire and train a diverse team of staff. The ideal candidate should also have exceptional interpersonal skills to effectively communicate with individuals and organisations from various cultures, including corporate and academic partners, government officials, ambassadors, and students worldwide. The appointee will play a leading role in promoting the university; pursuing and forging strategic partnerships with prestigious universities and prominent education authorities and bodies worldwide; assessing collaboration proposals; partnering with internal stakeholders to formulate promotion strategies to attract non-local students; and initiating and implementing programmes to enhance students' international learning experience both abroad and on campus. The appointee should be able to work under pressure, work beyond regular office hours, and travel outside Hong Kong as required.

For the post of Global Affairs Manager, the appointee will be responsible for organising and participating in promotional activities, fostering and maintaining international collaborations, and coordinating the development of non-local learning programmes. The ideal candidate should have a global mindset, an entrepreneurial spirit, and leadership experience, as well as the ability to train junior staff. Strong interpersonal skills are essential for effective communication with individuals and organisations from diverse cultural backgrounds. The appointee will assist the Director in promoting the university, assisting in the development of promotion strategies to attract non-local students, and initiating and implementing programmes that enhance students' international learning experience both abroad and on campus. The appointee should be able to work under pressure, work beyond regular office hours, and travel outside Hong Kong as required.

Applicants for the post of Senior Global Affairs Manager (International) should have a Bachelor's Degree and normally at least 12 years of post-qualification working experience, including 10 years of relevant hands-on experience at the supervisory level within the tertiary education sector of Hong Kong. Applicants for the post of Global Affairs Manager should have a Bachelor's Degree and normally at least 7 years of post-qualification working experience. They should exhibit a can-do attitude, a proactive approach, possess a pleasant and outgoing personality, and demonstrate excellent communication skills, especially in English. Candidates should also be meticulous, highly organised, able to multitask, good team players, comfortable dealing with multiple stakeholders, and have excellent interpersonal, negotiation, and communication skills. Proficiency in both spoken and written English and Chinese (Cantonese and Putonghua) is 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 the MPF Scheme or a contract-end lump sum payment (totaling up to 15% of the basic salary for the position of Senior Global Affairs Manager (International) and 10% of the basic salary for the position of Global Affairs Manager), leave, medical and dental benefits, and, where applicable, housing benefits. The appointee will hold a substantive rank of Global Affairs Manager for the position of Senior Global Affairs Manager (International) or a substantive rank of Executive Officer I for the position of Global Affairs Manager at the University.

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 **29 August 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.

EdUHK is an Equal Opportunities Employer.

