

Executive Officer I / Executive Officer II (Ref: 2500937)

Registry

The appointee will be responsible for providing executive support pertaining to academic regulations and records, including planning and implementation of academic, learning and teaching-related initiatives; formulation and review of academic regulations and business workflows; planning and coordination of student matters and records, as well as providing secretarial support to committees and working groups. The appointee will assist in data analyses, drafting papers, compilation of reports, coordination work with internal and external parties and organisation of university-wide events, and other relevant Registry functions. The appointment will be for a period of two years with the possibility of renewal, subject to work performance.

Applicants should have a Bachelor's Degree with at least seven years of relevant full-time post-qualification working experience at the executive level, preferably gained in tertiary institutions. They should possess good communication and interpersonal skills, the ability to work independently with initiative and under pressure, an outgoing personality, and a strong sense of responsibility and teammanship. They should also have strong analytical minds and reasoning skills with high proficiency in spoken and written English and Chinese, and promising IT skills. Candidates with less experience will be appointed as Executive Officer II.

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 **11 September 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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