

**Executive Officer II (Ref: 2500957)**

**Registry (Academic Secretariat and Quality Assurance Section)**

The appointee will provide broad-based executive support for learning and teaching related initiatives/ exercises including administration and monitoring of grant applications and implementation. Key responsibilities include supporting policy formulation, preparing reports and proposals, data collection and the compilation of statistical reports, coordinating meetings and events, drafting committee papers, and liaising with internal and external stakeholders to ensure smooth execution of academic and administrative processes.

The appointee will serve as Secretary to Working Groups and liaise with colleagues from various units/ offices in managing the learning and teaching related funds. The appointee may also support university-wide exercises, ad-hoc projects and undertake other ad-hoc duties as assigned by the supervisors. The appointment period will be two years with the possibility of renewal, subject to work performance.

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. Solid experience in executive support for learning and teaching related initiatives will definitely be an advantage. Applicants should be detail-oriented and self-motivated, able to work under pressure with good time management skills, have a good command of both written and spoken English and Chinese (both Cantonese and Putonghua), and strong problem-solving, interpersonal, and communication skills.

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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 **14 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>.

**EdUHK is an Equal Opportunities Employer.**