

Executive Officer I (Ref: 2500961)
Registry (Academic Development Section)

The appointee will provide a wide range of administrative and executive support to the Registry. Duties include offering secretariat support to committees or working groups or projects related to academic planning, curriculum development and review of the common core curricula as well as internationalisation in learning and teaching. He/she will be responsible for a) preparing agenda, minutes, reports, papers, presentations, data collection/analysis and information research for committees/working groups; b) drafting policies and guidelines and monitoring the implementation of the curriculum initiatives; c) liaising with internal stakeholders to implement the common core curricula and curriculum initiatives; d) coordinating the production of promotional videos to introduce the curriculum initiatives; e) supervising junior colleagues; f) supporting university events; g) performing any other duties as assigned by supervising officers. The appointment will be for a period of 2 years with the possibility of renewal, subject to satisfactory work performance.

Applicants should have a Bachelor's degree with at least seven years of relevant full-time post-qualification work experience, preferably gained in the tertiary education sector. They should be attentive to detail and self-motivated with a strong sense of responsibility; able to work under pressure with good time management skills; be proficient in written and spoken English and Chinese (both Cantonese and Putonghua). They should also possess strong analytical minds, good organisational and interpersonal skills to be able to work independently and also as a team. Applicants with strong digital competency 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 **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.