

## **Executive Officer II (Ref: 2500986)** **Research and Development Office**

The appointee will be responsible for providing administrative and executive support to the Office including statistical analysis of research data, processing internal and external research grant applications, proposal reviews, and supporting the development and enhancement of the online system for research grant applications and management. He/she is also responsible for monitoring projects and databases; rendering secretarial and executive support to committees; organising meetings/events/functions/visits; managing and updating website; supervising supporting staff; and performing any other duties as assigned. The appointee may need to work off-campus at times and be flexible in working hours.

Applicants should possess a Bachelor's Degree with normally 2 years or more of post-qualification and solid working experience, preferably at the executive level gained in the tertiary education sector. They should have good communication and interpersonal skills, a flexible approach to work, and excellent organisational and problem-solving abilities. The appointees should be highly proficient in English and Chinese (including Putonghua), attentive to details, highly self-motivated, have strong literacy in computer applications and ability to maintain online systems/databases effectively.

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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 **23 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.

Further information about the University is available at <http://www.eduhk.hk>.

**EdUHK is an Equal Opportunities Employer.**