

Executive Officer I/II (Ref: 2500975)
Centre for Higher Education Leadership and Policy Studies

[Appointment Period: 24 months]

The appointee will take on a vital role in managing, engaging with, and supporting daily operations at CHELPS, work closely with internal and external parties in discharging the responsibilities, and perform any other duties as assigned by the Centre Co-Director or their delegates.

Key responsibilities:

- Carries out general administrative duties (e.g. arranging meetings/events/visits, data manipulation, system work and office management);
- Manages CHELPS' budgetary, reimbursement, and accounting matters;
- Takes part in and develops reports and other data for the Management Committee and its Executive Management Group of CHELPS;
- Maintains and updates the Centre's webpages, listservs, social media and other communication channels;
- Organizes seminars and dialogues (including correspondence with participants; booking of facilities; arrangement of seatings; taking or coordination of photos and video as well as managing other technical issues);
- Coordinates the logistical development and delivery of conferences, short-term training programs and Summer Institutes;
- Sustains correspondence and exchange of information with all units in the university administrative system as well as with the AAPSEF administration;
- Corresponds with visiting professors, executive administrators and conference/ symposia distinguished presenters, keynote speakers and others to arrange logistics of their visits and helps them during the visits;
- Coordinates student interns in the areas related to CHELPS activities (e.g., organization of seminars, conferences, Summer Institutes etc);
- Manages CHELPS office for all technical and developmental issues.

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 **20 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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