

Executive Assistant (Ref: 2500978)
Department of Education Policy and Leadership

The appointee will be responsible for the daily administrative work of the Department of Education Policy and Leadership which include providing administrative support to various leadership development programme(s), committees, meetings, liaising with departments and offices of the University as well as professional bodies in the private and public sectors, filing and keeping office records, processing payment and recording expenses of the Department's activities, providing assistance to seminars, workshops and activities of the Department, and any other duties as assigned. The appointment will be for a period of 24 months with the possibility of renewal subject to mutual agreement.

Applicants should have a recognised Bachelor's Degree, preferably with post-qualification working experience gained in tertiary education sector. They should be good proficiency in verbal and written English and Chinese; effective communication, interpersonal and organisational skills are essential. The successful applicant should be a good team player, and able to work independently.

For more information on the Department, please visit this website: <http://www.eduhk.hk/epl>.

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 **26 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>.

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