

Executive Officer II (Ref: 2500991)
Faculty of Humanities

The appointee will be responsible for providing a wide range of executive support in programme administration, programme development and review. Duties include supporting programme-related events/visits, and programme-based experiential learning activities; preparing proposals, meeting documents and reports to support committees, programme reviews and quality assurance exercises; serving as Secretary to various boards and committees; coordinating programme promotion and student recruitment activities; handling student matters; performing general administrative duties; and liaising with students, faculty members, internal units and external organisations as required.

Applicants should have a recognised Bachelor's Degree with at least 3 years of full-time relevant post-qualification working experience at the executive level, preferably related to programme administration in tertiary institutions. They should have excellent communication and interpersonal skills, be highly proficient in both written and spoken Chinese (including Putonghua) and English, a good team player, attentive to details, and able to work under pressure. The candidate should be self-motivated, well-organised, and possess a high level of computer literacy.

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 **29 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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