Manager (Ref: 2501032)
Office of Institutional Data and Research

The appointee will report to the Director of Institutional Data and Research and lead a team responsible for developing and maintaining data-driven solutions, designing and optimizing workflows for data collection, analysis, and management initiatives. This role focuses on improving the efficiency of the University-wide Common Data Collection Format (CDCF) exercise, consolidating data for university rankings submissions, building and maintaining the university research data management platform, and collaborating on institutional data analysis projects to support strategic decision-making.

Key responsibilities include:
- Design, develop, and maintain responsive websites and web applications using modern frontend and backend technologies to support institutional data initiatives.
- Implement and maintain website and web application features, ensuring functionality, troubleshooting, and debugging as needed.
- Build and maintain the university research data management platform to facilitate efficient data storage, access, and analysis.
- Collect and consolidate CDCF data and university rankings-related data, ensuring accuracy, consistency, and completeness for submission.
- Collaborate with internal departments and external organizations to align data formats and fields across diverse domains.
- Develop and optimize workflows to enhance the efficiency of data collection, analysis, and management processes.
- Perform other duties as assigned by the Director of Institutional Data and Research.

Applicants should meet the following requirements:
- A recognized Bachelor's degree in Computer Science, Engineering, Information Management, or a related discipline.
- Minimum of 7 years of full-time, post-qualification experience, preferably within tertiary education institutions.
- Strong expertise in responsive design principles and ensuring cross-browser compatibility.
- Proficiency with modern frontend frameworks and libraries (e.g., Vue.js, React, or Angular).
- Experience with backend technologies (e.g., Node.js, Laravel, or Django) and development of both SQL and NoSQL databases.
- Familiarity with version control systems, such as Git, for collaborative development.
- Excellent problem-solving skills with a keen attention to detail.
- Ability to work independently and collaboratively in a fast-paced, team-oriented environment.

Applicants who have responded to previous advertisement (Ref: 2500846 & 2500749) for the same position is under consideration and need not reapply.

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 appointee will hold a substantive rank of Executive Officer I in the University.

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 **21 October 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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