

Global Affairs Manager (Ref: 2501121)

Global Affairs Office

The Global Affairs Office at the University serves as its international relations branch and has several key responsibilities. These include developing international collaborations with strategic partners worldwide, promoting the University internationally, recruiting non-local students, and organising non-local experiential learning programmes such as student exchange programmes. The Office works alongside other departments/units to ensure student satisfaction and contribute to the University's Vision and Mission.

The appointee will be responsible for organising and participating in promotional activities, fostering and maintaining international collaborations, and coordinating the development of non-local learning programmes. The ideal candidate should have a global mindset, an entrepreneurial spirit, and leadership experience, as well as the ability to train junior staff. Strong interpersonal skills are essential for effective communication with individuals and organisations from diverse cultural backgrounds. The appointee will assist the Director in promoting the university, assisting in the development of promotion strategies to attract non-local students, and initiating and implementing programmes that enhance students' international learning experience both abroad and on campus. The appointee should be able to work under pressure, work beyond regular office hours, and travel outside Hong Kong as required.

Applicants should have a Bachelor's Degree and normally at least 7 years of post-qualification working experience. They should exhibit a can-do attitude, a proactive approach, possess a pleasant and outgoing personality, and demonstrate excellent communication skills, especially in English. Candidates should also be meticulous, highly organised, able to multitask, good team players, comfortable dealing with multiple stakeholders, and have excellent interpersonal, negotiation, and communication skills. Proficiency in both spoken and written English and Chinese (Cantonese and Putonghua) is required.

Applicants who have responded to previous advertisement (Ref: 2500877) for the same position are 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 **4 November 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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