

Assistant Global Affairs Manager (Ref: 2501145) **Global Affairs Office**

Serving as an international relations arm of the University, the Global Affairs Office is primarily responsible for developing international collaborations with strategic partners worldwide; promoting the University globally; recruiting non-local students; and organising student exchange programmes and summer programme. The Office is seeking a dynamic, organised, and detail-oriented individual with a strong interests in this line of work.

The appointee will be responsible for providing comprehensive executive and administrative support to the Office. Key responsibilities include, but are not limited to: (i) preparing proposals, reports, and presentation materials; (ii) managing the Office's website and databases; (iii) handling financial and procurement matters; (iv) coordinating office inventory and supplies; (v) organising logistics for incoming and outgoing delegation visits; (vi) supporting the planning and execution of projects and events; (vii) processing student visa applications for non-local students efficiently and accurately; (viii) providing general assistance across various functions of the Office and performing any other duties as assigned by supervising officer(s). Occasional work outside regular office hours, as well as travel to the Greater China region and other parts of the world, may be required.

Applicants should hold a Bachelor's Degree with several years of post-qualification work experience, preferably gained in a tertiary institution. They should have excellent command of both written and spoken English and Chinese (Cantonese and Mandarin), strong interpersonal and problem-solving skills, as well as attention to detail. They should also be able to work independently and as a good team member, and manage multiple tasks in an organised manner and work under tight deadlines. Prior experience in office administration and supervision of junior staff would be an advantage.

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 II in the University.

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 **13 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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