

Executive Officer I (Ref: 2501271)

Academy for Applied Policy Studies and Education Futures

The appointee will be responsible for academic programme management and development, as well as providing support on external and alumni affairs for the Academy for Applied Policy and Education Futures (AAPSEF) and the academic programmes, e.g.: Executive Master of Public Administration and Leadership programme (EMPAL). He/she will also provide a wide range of administrative and executive support to AAPSEF.

Responsibilities include but are not limited to planning and executing admission promotion and marketing campaigns, supporting alumni affairs, preparing funding/ partnership proposals and soliciting donations, overseeing programme operations, providing general administrative duties and secretarial support for committees, work groups, programme review exercises with adaptation of operational procedures/manuals/guidelines, and preparing papers and reports. The appointee will also be required to work closely with internal and external parties in discharging the responsibilities and to perform other duties as assigned by the Director of AAPSEF and his or her delegate(s).

Applicants should have a Bachelor's Degree with at least seven years of post-qualification full-time working experience at the executive level, preferably gained in tertiary education institutions. Prior experience in marketing, event management as well as programme management is preferred. Proficiency in written and spoken English and Chinese (Cantonese and Putonghua), strong communication and analytical skills, computer literacy, attention to detail, and a sense of responsibility are required. Candidates should be self-motivated, mature, able to work independently and adaptable to change. Working outside office hours and Hong Kong may occasionally be required.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. 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](http://www.eduhk.hk/jobsopp/index.php?glang=en) and upload a full CV on or before **24 December 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.

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