

## **Executive Officer I (Ref: 2501262) Graduate School**

The appointee will be responsible for providing high-level executive and administrative support to postgraduate programmes. Key responsibilities include supporting policy formulation, preparing reports and proposals, collecting data, compiling statistical reports, coordinating meetings, drafting committee papers, and liaising with internal and external stakeholders to ensure the smooth execution of academic and administrative processes. The appointee will serve as Secretary to Boards and Committees and liaise with colleagues from various units/ offices in supporting the postgraduate programmes.

Applicants should possess a Bachelor's degree with normally 7 years or more of post-qualification working experience preferably in tertiary institutions. They should also have excellent interpersonal and communication skills; ability to work independently or as a team coordinator and member; ability to handle multi-tasks in an organized manner; high proficiency in both English and Chinese (including Putonghua); literacy in computer applications, and able to work under a tight timeline. Applicants with work experience in local tertiary education institutions are preferred.

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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 **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.

Further information about the University is available at <http://www.eduhk.hk>.

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