

Executive Officer II (Ref: 2501330)
Centre for Religious and Spirituality Education

The appointee will be responsible for providing executive support to the operation and development of the Centre for Religious and Spirituality Education (CRSE), including administrative support to current and new professional development programmes, research-related activities, committees and meetings, maintaining procedures following the University's policies and guidelines, handling of confidential documents/information, data and information for reporting, drafting of correspondences, proposals and presentation materials. He/she will also provide administrative and executive support to CRSE.

The appointee will also be required to manage programmes, courses, projects, planning and organising activities and events for the Centre. The appointee will also be required to work closely with internal and external parties in discharging responsibilities and to perform other duties as assigned by the Director of CRSE or his delegate(s).

Applicants should have a Bachelor's degree with several years of relevant post-qualification working experience, preferably including 2 years of solid administration experience at tertiary institutions. Applicants with experience in the development and administration of professional development programmes or executive education would have an advantage. Applicants should have excellent command of both written and spoken English and Chinese (including Cantonese and Putonghua); good management and interpersonal skills; and be attentive to details. They should be adapted to a multi-tasking work environment, have good IT literacy, be able to work under tight deadlines, and demonstrate the ability to work both independently and as a team. Shortlisted candidates may be invited to sit for a written test.

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](http://www.eduhk.hk/jobsopp/index.php?glang=en) and upload a full CV on or before **12 January 2026**. 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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