



Intellectual Property Officer (Ref: 2600060) Research and Development Office (Knowledge Transfer Sub-Office)

The appointee will be responsible for providing support to the Knowledge Transfer (KT) Sub-office. Main duties include (a) managing patent application process and University's intellectual property (IP) database, including developing related procedures and handling patent related procurements and reporting; (b) providing technical consultation support to faculty members and interfacing with IP firms and external patent offices; (c) coordinating executive support and analytical work for University's KT performance data; (d) assisting to facilitate knowledge transfer projects (e.g. internal KT Fund) and activities (e.g. KT sharing/ technology funding briefing / IP talks, technology bridging meetings and technology licensing documentation) under KT Sub-office; and (e) performing any other job-related duties as assigned by Director of KT/ Head of KT / supervisor.

Applicants should have a Bachelor's degree, preferably a Master's Degree in Science/ Engineering with normally 2 years or more of post-qualification full-time working experience involving technology research and IP development. They should have a good command of both written and spoken English and Chinese (including Cantonese and Putonghua); be communicative, attentive to details, and self-motivated.

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](#) and upload a full CV on or before **16 February 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.

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

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