

Assistant Manager (Data Analytics) (Ref: 2600125) Office of Institutional Data and Research

The Office of Institutional Data and Research (OIDR) is seeking a motivated Assistant Manager (Data Analytics) to support institutional data-related projects. The appointee will play a key role in managing and processing institutional data to support the University's global rankings, research analytics, and strategic initiatives. Key responsibilities include:

- Assist in building and maintaining databases;
- Develop insightful dashboards and reports, while implementing automated testing frameworks (e.g., unit tests, data validation checks) to ensure data integrity across research intelligence and ranking analysis;
- Establish and maintain CI/CD pipelines to automate the deployment of data models and reports, minimizing manual errors and accelerating delivery;
- Manage codebases using version control systems (e.g., GitHub, GitLab) to ensure collaborative development, code review standards, and version history;
- Develop and integrate AI-powered applications, such as chatbots or intelligent search systems, to empower university staff with self-service access to complex institutional data;
- Perform other duties as assigned by the Office Director or his delegates.

Applicants should meet the following requirements:

- Hold a recognized Bachelor's degree, preferably a Master's degree in Data Science, Statistics, Computer Science, or a related discipline;
- Have at least 2 years of post-qualification experience in data analysis, ideally in an academic or research setting;
- Proficient in Python and SQL with familiarity in data visualization tools (e.g. Tableau / Power BI);
- Have hands-on experience with Git/GitHub for version control and familiarity with CI/CD tools is a significant advantage;
- Demonstrate strong analytical and problem-solving skills, effective collaboration skills, and the ability to work well with diverse stakeholders; and
- Have good command of English and Chinese, both written and spoken.

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 **7 April 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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