



香港教育大學
The Education University
of Hong Kong

Executive Officer I (Ref: 2600226) Research and Development Office

The appointee will provide administrative support to matters related to Chinese Mainland's research grant applications and the development of the Shenzhen Research Institute (SZRI) on grant applications.

Duties include building and maintaining the Chinese Mainland funding pipeline, e.g., National Natural Science Foundation of China (NSFC), The Ministry of Science and Technology (MOST); supporting applications and managing projects for Chinese Mainland grants and related internal funding schemes; implementing strategic initiatives to build capacity for Chinese Mainland grants; coordinating and supporting activities and marketing initiatives to promote Chinese Mainland funding opportunities; coordinating and participating in externally organised activities by funding bodies; processing and managing Chinese Mainland and global research agreements; providing support to the establishment of Chinese Mainland's and global partnerships, collaboration and networking; monitoring in-house systems for grant applications related to SZRI, managing data, and conducting data analysis; providing secretarial and administrative support to committees and working groups; assisting with ad hoc activities and performing other duties as assigned by the Director. Travelling occasionally to Mainland China is required.

Applicants should have a recognized degree with normally 7 years or more of post-qualification full-time working experience at the executive level, preferably in tertiary education institutions. Good knowledge of and experience in working with Chinese Mainland's organisations and Chinese Mainland's grant processing will be an advantage.

Applicants should have an excellent command of spoken and written English and Chinese (including Putonghua); strong literacy in computer applications such as MS Word, Excel, PowerPoint; proven ability in committee work; strong communication, interpersonal, organizational, and problem-solving skills with high sense of responsibility. Independence, capability of multitasking, being highly self-motivated, attention to details and the ability to work under pressure and to meet tight timelines are essential qualities.

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 **30 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.

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

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