

**Assistant Knowledge Transfer Officer (Ref: 2600215)  
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) handling the application and the quality assurance procedures of knowledge transfer-related projects under both internal and external funding; (b) providing executive support in coordinating knowledge transfer activities (e.g. KT sharing/ Tech funding briefing / IP talks and technology bridging events) and committee-level meetings under KT Sub-office; (c) assisting in University's KT data collection and compiling relevant statistical summaries; (d) assisting in patent application process, IP management and website updates; (e) performing any other job-related duties as assigned by Director of KT/ supervisor.

The appointment will be for a period of two years, with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's degree, preferably with some relevant post-qualification working experience in knowledge transfer project activities. They should have good command in both written and spoken English and Chinese (including Cantonese and Putonghua); be communicative, attentive to details, and self-motivated. Applicants with experience in research administrative unit for mainland funding / data analytics and management unit / IP administrative unit will be an advantage.

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Salary will be commensurate with qualifications and experience.

Initial appointment will be on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totalling up to 10% of the basic salary), leave, medical and dental benefits. The appointee will hold a substantive rank of Executive Assistant 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 **23 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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