

Global Affairs Manager (Ref: 2600498) **Global Affairs Office**

Serving as the University's international relations arm, the Global Affairs Office is responsible for developing strategic partnerships worldwide, promoting the University internationally, recruiting Non-local students, and organising Non-local experiential learning programmes. Applications are invited from dynamic and committed individuals with a strong interest in this field.

The appointee will implement the Office's strategic plans in support of the University's internationalisation development. Key responsibilities include planning and executing Non-local promotion strategies; supporting institutional initiatives, particularly in the Greater China region; providing support to high-level committees and university alliances; facilitating partnerships with strategic partners; promoting internationalisation at home; providing administrative support; supervising supporting staff; and undertaking other duties as assigned by supervising officer(s). The appointee should be able to work under pressure, perform duties beyond normal office hours when required, and undertake duty travel within the Greater China region and other parts of the world.

Applicants should possess a Bachelor's degree with normally 7 years or more of post-qualification working experience and a proven track record, preferably in the tertiary education sector or relevant field. They should have an excellent command of both written and spoken English and Chinese (including Putonghua and Cantonese); a good knowledge of higher education system in the Greater China Region and beyond; strong managerial and interpersonal skills; the ability to work independently; and a high level of attention to detail.

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 I 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 **8 July 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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