

Executive Officer II (Ref: 2600476)
Faculty of Education and Human Development

The appointee will be required to provide executive support to the senior members of the Faculty Office (such as Associate Deans, Assistant Registrar, etc.), provide secretarial support to committees and meetings; provide executive support to office administration, faculty-level functions and grant proposal/report review; work closely with internal and external parties in discharging the responsibilities, supervise junior and temporary staff (if any); and performing other duties as assigned by supervisor(s). The initial appointment will be for 2 years, with the possibility of renewal, subject to mutual agreement.

Applicants should have a Bachelor's degree with several years of post-qualification working experience, preferably gained in tertiary institutions. They should have an excellent command of both written and spoken English and Chinese, and good interpersonal, time-management, problem-solving and organizational skills. They should be adapted to a multi-tasking work environment, attentive to details, highly self-motivated, and able to work under tight timelines.

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 **9 September 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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