

Global Affairs Manager (Ref: 2600816)

Global Affairs Office

Serving as the University's international relations arm, the Global Affairs Office is responsible for developing strategic partnerships worldwide, enhancing the University's global visibility, recruiting non-local students, and organising experiential learning programmes for our students. 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 the Greater China region in support of the University's internationalisation development. Key responsibilities include planning and executing student recruitment and promotion strategies for Chinese Mainland, Macau and Taiwan, China; cultivating and maintaining extensive networks with government authorities, partner institutions/organisations, and other key stakeholders in the Chinese Mainland; identifying and pursuing strategic collaboration opportunities; supporting institutional initiatives; providing secretariat support to high-level committees and university alliances in the Chinese Mainland; fostering strategic partnerships across the Greater China region; advancing internationalisation efforts on campus; 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 destinations as necessary.

Applicants should possess a Bachelor's degree and normally have at least seven years of post-qualification experience in the higher education sector, with substantial exposure to stakeholder engagement and partnership development in the Chinese Mainland, together with a sound understanding of the Chinese Mainland higher education systems, landscape, policies, and market developments. They should have an excellent command of written and spoken English and Chinese, including Putonghua and Cantonese; 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](http://www.eduhk.hk/jobsopp/index.php?glang=en) and upload a full CV on or before **21 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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