



香港教育大學
The Education University
of Hong Kong

Executive Officer II (Ref: 2600799) **Department of Health and Physical Education**

The appointee will be responsible for providing administrative support to academic programme matters, including admissions, course registration, timetabling, examinations and assessment arrangements, student enquiries, committee work, preparation of papers and reports, liaison with internal and external parties, and performing any other duties as assigned by the supervisor(s).

Applicants should have a recognised Bachelor's Degree, with at least several years of relevant post-qualification working experience in the tertiary education sector, preferably in programme administration. They should have a strong command of both written and spoken English and Chinese, including Putonghua, good organisational, communication and interpersonal skills, and the ability to work independently and under pressure. They should also be proficient in computer applications and be familiar with the Mainland China market. Relevant experience in student administration, committee servicing and quality assurance matters will be an advantage.

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 **14 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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