

Executive Officer II (Ref: 2600877) Research and Development Office

The appointee will provide administrative support to matters related to Chinese Mainland's research grant applications and the development of the Shenzhen Research Institute (SZRI) on grant applications.

Duties include supporting applications and managing projects for Chinese Mainland grants and related internal funding schemes; implementing strategic initiatives to build capacity for Chinese Mainland grants; organizing supporting activities and marketing initiatives to promote Chinese Mainland funding opportunities; assisting and participating in externally organised activities by funding bodies; processing and managing Chinese Mainland and global research agreements; providing support to the establishment of Chinese Mainland's and global partnerships, collaboration and networking; monitoring in-house systems for grant applications related to SZRI; assisting with ad hoc activities and performing other duties as assigned. Traveling occasionally to Mainland China is required.

Applicants should have a bachelor's degree with normally 2 or more years of post-qualification full-time executive-level working experience, preferably in tertiary education institutions. Good knowledge of and experience in working with the Chinese Mainland's organizations and the Chinese Mainland's grant processing will be an advantage

Applicants should also possess an excellent command of spoken and written English and Chinese (including Putonghua); strong literacy in computer applications such as MS Word, Excel, PowerPoint; strong communication, interpersonal, organizational, and problem-solving skills with high sense of responsibility. Independence, capability of multitasking, being highly self-motivated, attention to details and the ability to work under pressure and to meet tight timelines are essential qualities.

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](http://www.eduhk.hk/jobsopp/index.php?glang=en) and upload a full CV on or before **16 October 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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