香港教育大學
The Education University of Hong Kong

Executive Officer I/II (Ref: 2600987)
Graduate School

The appointee will provide professional and administrative support for the quality assurance and enhancement of postgraduate programmes offered by the Graduate School (GS). The role involves supporting the development, implementation, monitoring, and continuous improvement of quality assurance policies, procedures, and initiatives to uphold academic standards and institutional requirements. Responsibilities include coordinating programme quality assurance activities such as programme approval, review, monitoring, modification, outcome assessment, and quality enhancement exercises; preparing reports, proposals, statistical analyses, and institutional submissions for senior management and committees; supporting the review and implementation of academic regulations, policies, procedures, and operational workflows; and serving as Secretary to Boards, Committees, and working groups through the coordination of meetings, preparation of papers and minutes, and monitoring of follow-up actions.

Applicants should possess a Bachelor's degree with normally 7 years or more of post-qualification work experience, preferably in tertiary education institutions. Relevant experience in academic administration, quality assurance, policy development, committee servicing, governance, or higher education management will be an advantage. Applicants should possess strong analytical, organisational, interpersonal, and communication skills, demonstrate the ability to work independently and manage multiple priorities under tight deadlines, and have an excellent command of both written and spoken English and Chinese, together with good IT proficiency. Candidates with less relevant experience may be considered for appointment as Executive Officer II.

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 4 December 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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