香港教育大學
The Education University of Hong Kong

Executive Officer II (Ref: 2601038)
Research and Development Office

The appointee will be responsible for supporting the university's research data collection exercise; assisting in internal and external research assessment exercises; maintaining and updating the database on research publications and projects. He/she is also required to provide secretarial and executive support to committees/working groups; organize meetings/events/functions/visits; compile annual statistical reports; supervise supporting staff, and perform any other duties as assigned.

Applicants should possess a Bachelor's Degree with normally 2 years or more of post-qualification and solid working experience, preferably at the executive level gained in the tertiary education sector. They should have good communication and interpersonal skills, a flexible approach to work, and excellent organisational and problem-solving abilities. The appointees should be highly proficient in English and Chinese (including Putonghua), attentive to details, highly self-motivated, have strong literacy in computer applications and ability to maintain online systems/databases effectively.

Applicants who have responded to the previous advertisement (Ref: 2600876) for the same position are under consideration and need not re-apply.

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 **10 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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HKCSS CARING ORGANISATION 2025

20 years+ caringorganisation 2025-26