Executive Officer II (Ref: EOII/FEHD/0820)
Faculty of Education and Human Development

The appointee will be responsible for providing executive support relating to academic programme management, student matters, field experience and school partnership activities. He/she will undertake a wide range of duties including serving as secretary to committees/working groups/meetings, preparing proposals/papers/reports, liaising with internal departments and external parties, and performing other duties as assigned by supervisor. He/she will also be responsible for planning and organizing student placements, coordinating partnership and field based student activities.

Applicants should have a Bachelor’s Degree with several years of post-qualification working experience, preferably gained in tertiary institutions. They should have high proficiency in both written and spoken English and Chinese. They should also have excellent communication and interpersonal skills. They should be a good team player, attentive to detail, self-motivated and able to work under pressure.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include contract-end gratuity, leave, medical and dental benefits.

Application Forms are obtainable from (a) http://www.eduhk.hk/hro/applyfor.htm; or (b) the Human Resources Office, 3/F, Cho Kwai Chee Foundation Building, The Education University of Hong Kong, 10 Lo Ping Road, Tai Po, New Territories, Hong Kong. The completed Application Form, together with full CV, should be sent to the Human Resources Office by email to hro1@eduhk.hk or by post to the above address on or before 7 September 2020. Please quote the reference number of the position in the application and mark “Strictly Confidential – Job Application” on the envelope. 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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