Executive Officer II (Ref: 1900066)
Research and Development Office (Knowledge Transfer Sub-Office)

The appointee will be responsible for providing support to the Knowledge Transfer (KT) Sub-office’s technology transfer and entrepreneurship activities and projects.

The appointee will be responsible for:
(a) Organizing internal promotion and training activities in technology transfer and entrepreneurship;
(b) Assisting in the management of intellectual properties (IP), technology licensing and funding information systems;
(c) Assisting in preparing publicity materials such as newsletters, leaflets; and maintenance of website, etc.;
(d) Assisting in relevant data collection and reporting; and
(e) Performing other duties as assigned by supervising officers/Director of Knowledge Transfer.

The appointee needs to work off-campus at times and be flexible in working hours. The appointment will be for a period of two years, with the possibility of renewal subject to mutual agreement. Working outside Hong Kong may be occasionally required.

Applicants should have a recognized degree with several years of post-qualification working experience at the executive level in tertiary institutions or related organizations. They should have good command in both written and spoken English and Chinese (including Cantonese and Putonghua); be attentive to details; be highly self-motivated; be able to work under pressure; and have strong communication, presentation and project management skills. Applicants with experience in event organization and/or entrepreneurship schemes are preferred. Sound knowledge in academic research and technology transfer would be an advantage. Immediate availability is preferred.

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.

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 12 August 2019. 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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