Executive Assistant (Ref: ExeA/CCA/0811)  
Department of Cultural and Creative Arts

The appointee is expected to work on timetabling and visual arts promotion activities in the Department. He/She will have to assist matters regarding workload, timetabling and admissions; coordinate, implement and promote departmental art activities such as art exhibitions, seminars, workshops, talks, creations and publications; coordinate outreach promotion programmes in schools, institutions and organizations; initiate and coordinate fund-raising activities for the Department or other duties as assigned by the supervisors. The appointment will be for a period of 12 months.

Applicants should have a recognized degree in an area relevant to visual arts, preferably with some post-qualification working experience, and good communication and interpersonal skills; be self-motivated, interested in arts and proficient in both written and spoken English and Chinese. Knowledge of hands-on experience in using Microsoft Word, Excel, Powerpoint as well as competency in graphic design will be advantages.

The appointee is expected to commence duty in late August 2011.

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical benefits.

Application Forms are obtainable from (a) http://www.ied.edu.hk/hro/applyfor.htm; (b) the Human Resources Office, 3/F, Administration Building, The Hong Kong Institute of Education, 10 Lo Ping Road, Tai Po, New Territories, Hong Kong; or (c) the Town Centre, Level 2, The Long Beach, 8 Hoi Fai Road, Tai Kok Tsui, Kowloon, Hong Kong. The completed Application Form, together with full CV, should be sent to the Human Resources Office by email to hro@ied.edu.hk or by fax to (852) 2948 6005 or by post on or before 19 August 2011. Please quote the reference number of the position in the application and mark “Strictly Confidential – Job Application” on the envelope.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted.

Further information about the Institute is available at http://www.ied.edu.hk.

HKIE is an Equal Opportunities Employer.