

Executive Officer I (Ref: 2400152)
Office of the Vice President (Research and Development)

The appointee will be responsible for providing administrative support to the Office of the Vice President (Research and Development). He/She will manage and support special projects related to the overall planning and participation in university rankings and surveys. He/She will undertake a wide range of administrative duties including collection and analysis of data; assisting the automation of current data gathering and reporting systems; drafting proposals/ reports/ presentation materials; organizing and supporting activities related to university ranking and international reputation; working closely and smoothly with academic/ non-academic units; liaison with internal/external parties; assisting in ad hoc activities; and performing any other duties assigned by the Vice President (Research and Development) and his delegate(s).

Applicants should have a Bachelor's Degree with at least 7 years of post-qualification full-time working experience at the executive level in tertiary education institutions. They should have high proficiency in both written and spoken English and Chinese. They should also have excellent organization, communication and interpersonal skills. They should be a good team player, attentive to detail, self motivated, and able to work under pressure and after normal office hours.

Applicants who have responded to the previous advertisements of the same position (Ref: 2301394 & 2400062) 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. **Review of applications will start from 29 February 2024, and will continue until the post is filled.** 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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