

Founded in 1994 and awarded the University title in 2016, The Education University of Hong Kong (EdUHK) is a publicly funded university, dedicated to the advancement of teacher education and related disciplines through a diverse offering of academic, professional and research programmes. Celebrating its 30th anniversary in 2024, the University aspires to become a leading university in the Asia Pacific region and beyond, with a focus on educational and multidisciplinary research, development and innovation. We are committed to nurturing outstanding and caring educators and professionals as well as enhancing the impact of scholarship.

The University has an academic/teaching staff strength of about 450 and total student headcount of about 11,000. It has a Graduate School and three Faculties, namely, Faculty of Education and Human Development, Faculty of Humanities, and Faculty of Liberal Arts and Social Sciences, comprising 15 academic departments, as well as a number of University-level research centres and Faculty-level research and professional development centres and academies. For more information about the University, please visit <http://www.eduhk.hk>.

We are looking for suitable candidate(s) to fill the following position(s). If you are excited by the prospect of contributing your expertise to the development of a leading university at the heart of Asia Pacific region and beyond, we would like to hear from you.

**Assistant Director (Ref: 2400614)
Office of Institutional Data and Research
Office of the Vice President (Research and Development)**

The appointee will provide support to the Director of Office in a broad spectrum of work, including the formulation of strategies to steer, coordinate and implement the university rankings and Sustainable Development Goals (SDGs) initiatives and objectives of the University. He/she will be responsible for providing leadership and managerial responsibilities to all functions of the Office; providing strategic oversight in the development and monitoring and reporting process aligned with university rankings performance metrics; formulation solutions to key questions by sourcing data, performing analyses, and writing institutional reports; leading a number of analytics engagements for the purposes of creating insights, unveil predictors and formulate road map for improvement in university rankings and reputation; collaborating across Faculties/Departments/Offices and preparing data submissions for university rankings; overseeing the university rankings system development and work procedures to enhance the operational efficiency and data integrity. He/She will also provide administrative and secretarial support to committees, working groups, and work closely with internal departments and external organisations, such as tertiary institutions, government bodies, public and private organisations; assisting in ad hoc activities; and performing any other duties assigned by the Director of Office and his/her delegate(s).

Applicants should have a recognised university degree with normally 12 years or more of relevant post-qualification working experience in tertiary institutions at managerial / supervisory levels. Excellent interpersonal, organisation and communication skills, a high level of proficiency in both English and Chinese including Putonghua; be able to develop solutions to complex problems and ambiguous situations with excellent judgement and sensitivity; ability to interpret and produce effective written documentation for data systems; have proven experience in an analytic and data support role and extracting information using computer programming languages and online analytical processing systems, as well as in administration, management, committee work and supervision of staff are required.

Applicants who have responded to the previous advertisements (Ref:2400438, 2400494 & 2400589) for the same position are under consideration and need not re-apply.

Salary will be commensurate with qualifications and experience. The appointee will hold the substantive post of Project Manager in the University.

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 15% of the basic salary), leave, medical and dental benefits, and, where applicable, housing 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 19 June 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/jobsoff/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. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

EdUHK is an Equal Opportunities Employer.