

**Executive Officer II (Ref: 2401384)**  
**Faculty of Education and Human Development**

The appointee will be required to provide secretarial and executive support to committees/ boards/ meetings; prepare papers, proposals, reports and correspondence of various kinds; organise, co-ordinate, promote or provide executive support to faculty-level events/ activities, such as forums, assemblies, workshops, talks, consultations, staff development, learning circles, etc.; liaison with internal and external parties in performing faculty's initiatives and events; initiate protocols or processes for better work efficiency of the office; provide executive support to daily office administration; provide hospitality to guests invited by the faculty; supervise junior and temporary staff and performing other duties as assigned by supervisor(s). The initial appointment will be for a period of 2 years with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's Degree with several years of post-qualification working experience, preferably in the tertiary education sector. They should have an excellent command of both written and spoken English and Chinese (including Putonghua), strong interpersonal, time management, problem-solving and organisation skills. They should also be a good team player, attentive to details, highly self-motivated, and able to work under strict timelines.

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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 10 December 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>.

**EdUHK is an Equal Opportunities Employer.**