

Executive Officer I (Ref: 2500264) Research and Development Office

The appointee will be responsible for coordinating the university's ethical review applications and providing secretarial and executive support to committees / task force meetings; assisting in administrative support for the review and renewal process of the University-level and Faculty-level Research Centres; processing the internal and external research grant applications and monitoring proposal reviews; involving in internal and external research assessment exercises; organizing workshops / research salons / events / functions / visits; supervising junior staff and performing any other duties as assigned.

Applicants should have a recognized degree with substantial years, preferably 7 years or above, of post-qualification full-time working experience at the executive level in tertiary education institutions. He/she should have a proven ability in committee work; an excellent command of spoken and written English and Chinese (including Putonghua); strong literacy in computer applications such as MS Word, Excel, PowerPoint, and Access; and strong communication, interpersonal, organization, and problem-solving skills with high sense of responsibility. Independence, multi-tasking, self-motivation, attention to detail, and the ability to work under pressure and meet tight timelines are essential qualities.

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 on or before **21 March 2025**. 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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