

Clerk (Ref: 2300629)
Department of Early Childhood Education

[Appointment Period: 2 years]

The appointee will be responsible for office administration including carrying out general clerical duties, providing administrative support for the departmental committees, and handling financial matters. The appointment will be for a period of 2 years.

Applicants should have Level 2 or equivalent or above in 5 subjects including Chinese Language, English Language, and Mathematics in the HKDSE; or Grade E (level 2) or above in 5 subjects including Chinese, English (Syllabus B), and Mathematics in HKCEE or equivalent. They should also have proficiency in English and Chinese, and literacy in computer applications. Applicants should be self-motivated, independent, and service-oriented with good interpersonal and communication skills.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include contract-end gratuity, 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 July 2023, 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.

Further information about the University is available at <http://www.eduhk.hk>.

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