

Executive Officer I (holding a functional title of Faculty Strategy and Development Officer) (Two posts) (Ref: 2400302)

Faculty of Education and Human Development

The Faculty is looking for enthusiastic and experienced administrators to fill two important senior executive positions. Each appointee is expected to handle a full range of administrative duties. Typical work activities are: providing support to developing and implementing the strategic plan of the Faculty; serving committees; analysing data to improve academic programme development and enhance research capacity building; compiling reports/proposals/operational procedures; leading executive and supporting staff to accomplish staff development and academic programme-related tasks; managing academic programmes, including quality assurance activities; organising Faculty-wide events such as Graduation Ceremony; carrying out duties relating to finance, general administration and personnel management.

Applicants should have a Bachelor's Degree with at least 7 years of post-qualification full-time working experience at the executive level. Strong organisational, analytical and reasoning mind, excellent writing and problem-solving skills are essential. They should be highly proficient in both English and Chinese (including Putonghua), a good team player, attentive to details, highly self-motivated and able to work under strict timelines. Ample experience in dealing with multi-tasks will be an advantage.

For information on the Faculty, please visit: <https://www.eduhk.hk/fehd/en/>. Shortlisted candidates will be invited to attend a written test.

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 2 April 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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