

**Executive Officer II (Ref: 2400956)**  
**Resource Centre for Interdisciplinary Studies and Experiential Learning**

The appointee will coordinate a wide range of teacher development work to a sizeable project on financial education in local primary schools. Responsibilities include handling the teacher development course work, coordinating teacher training courses, coordinating a number of community of practice groups, working with local and overseas stakeholders, liaising with teachers, preparing agendas, writing minutes and reports, and performing other assigned project duties. The initial appointment will be for two years with the possibility of renewal, subject to mutual agreement.

Applicants should have a Bachelor's or Post-graduate degree in Finance, Financial Education, or Education-related disciplines, with several years of relevant post-qualification full-time working experience. He/she is expected to be self-motivated and demonstrate experience in financial education, school education projects, or projects related to teacher development is preferred. Knowledge of teacher training and project management will be an advantage. The successful appointee should have high proficiency in written and spoken English and Chinese, and possess strong interpersonal, communication, IT, time management, and problem-solving skills.

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 12 September 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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