

Founded in 1994 and awarded the University title in 2016, The Education University of Hong Kong (EdUHK) is a publicly funded university, dedicated to the advancement of teacher education and related disciplines through a diverse offering of academic, professional and research programmes. Celebrating its 30th anniversary in 2024, the University aspires to become a leading university in the Asia Pacific region and beyond, with a focus on educational and multidisciplinary research, development and innovation. We are committed to nurturing outstanding and caring educators and professionals as well as enhancing the impact of scholarship.

The University has an academic/teaching staff strength of about 450 and total student headcount of about 11,000. It has a Graduate School and three Faculties, namely, Faculty of Education and Human Development, Faculty of Humanities, and Faculty of Liberal Arts and Social Sciences, comprising 15 academic departments, as well as a number of University-level research centres and Faculty-level research and professional development centres and academies. For more information about the University, please visit <http://www.eduhk.hk>.

We are looking for suitable candidate(s) to fill the following position(s). If you are excited by the prospect of contributing your expertise to the development of a leading university at the heart of Asia Pacific region and beyond, we would like to hear from you.

Assistant Director (Strategic Initiatives and Projects) (Ref: 2401187) Office of the President

Reporting to the President, the appointee will play a pivotal role in driving the University's mission by collaborating closely with university leadership to articulate, manage, and execute strategic initiatives that align with the University's overarching strategic plan. Key responsibilities include:

- Support the university leadership in the execution and implementation of its strategic planning;
- Coordinate and partner with Faculties, Departments, Academies, Academic Support Units and Offices to advance and implement the strategic initiatives and projects;
- Identify and develop strategies to improve the University's operational processes for enhancement of institutional efficiency and promotion of optimal use of resources and cost-effectiveness;
- Prepare proposals, updates, communications, reports, presentations, and other materials related to the strategic initiatives and projects;
- Formulate policies, guidelines and procedures to support the initiatives; and
- Provide executive-level support and recommendation to the key committee(s) of the University

Applicants should have a recognized degree with substantial experience at senior level in administration at tertiary institutions or relevant public organizations. They should also be a highly independent administrative leader with exemplary judgement, strong communication and coordination skills to manage initiatives and projects in team settings, strong presentation and negotiation skills to liaise with internal and external stakeholders, experience in staff supervision, conflict resolution, sensitivity to confidential matters, and the ability to manage challenging situations tactfully with high proficiency in written and spoken English and Chinese.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract, with the possibility of renewal subject to satisfactory performance and mutual agreement. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 15% of the basic salary), leave, medical and dental benefits, and, where applicable, housing benefits. The successful appointee will hold a substantive rank of Assistant Registrar.

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 November 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/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

EdUHK is an Equal Opportunities Employer.