

**Executive Assistant (Ref: 2401201)**  
**Office of the Chief Information Officer**

The Office of the Chief Information Officer (<https://www.eduhk.hk/ocio>) provides quality services to support all central information systems in support of teaching, learning, research and administration and places emphasis on staff's career/professional development. The Office is looking for quality professionals to fill the post.

The appointee will be required to draft, edit and review IT-related policies and guidelines, publications and articles including webpages, e-newsletters, announcements etc. He / She is also required to provide secretarial support to committees and meetings, handle users' enquiries, assist in general office administration and perform any other duties assigned by the supervisors.

Applicants should have a recognized Bachelor's degree with good interpersonal and communication skills. They should be highly proficient in both written and spoken English and Chinese (including Putonghua) and with good IT skills. They should be a good team player, self-motivated, attentive to details and multi-tasking. Relevant working experience in tertiary education sector will definitely be an advantage.

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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 11 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.

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

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