

*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. 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 two Academies, Academy for Educational Development and Innovation and Academy for Applied Policy Studies and Education Futures, a number of University-level research centres and Faculty-level research and professional development centres. 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.*

### **Senior Manager (Postgraduate Programmes and Strategic Initiatives) (Ref: 2500313) Faculty of Education and Human Development**

The appointee will play a pivotal role in supporting the faculty's expansion of taught postgraduate programmes and the strategic development of the University. He/she will ensure alignment with the faculty's strategic objectives while meeting pre-defined key performance indicators (KPIs).

He/she is expected to launch new taught postgraduate programmes within the agreed timeline successfully, achieve the enrolment targets for postgraduate programmes, increase the enrolment of international students, establish international partnerships, increase the number of students participating in outbound and inbound exchange programmes with international universities, organise international conferences or symposia annually to showcase research achievements, increase the visibility of research and perform any other duties as assigned by the Faculty Dean or his/her delegate(s).

Applicants should have a Bachelor's Degree with normally 12 years or more of relevant post-qualification working experience, of which 10 years of relevant hands-on experience at the supervisory level gained in the tertiary education sector of Hong Kong.

The successful candidate should have a proactive, results-oriented mindset with a commitment to meeting KPIs. The ability to adapt to a fast-paced, dynamic academic environment and proficiency in using data management systems and tools for reporting and analysis are essential. Ample experience in managing programme marketing and expansion will be an advantage.

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 15% of the basic salary), leave, medical and dental benefits, and, where applicable, housing benefits. The appointee will hold a substantive rank of Assistant Registrar in the University.

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 7 April 2025, 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/jobopp/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.**