

**Executive Officer II (Ref: 2500395)**  
**Artificial Intelligence and Digital Competency Education Centre**

**[Appointment Period: around 4 months]**

The appointee will be responsible for providing administrative support to a coding education project. He/She should be able to work independently to executive the coordination work. Duties include liaising with external partners, organizing large-scale events, arranging school visits, courses and meetings, drafting papers, and other duties as assigned by the Centre Director. The appointment will be for a period of around 4 months.

Applicants should have a Bachelor's degree with several years of relevant post-qualification working experience preferably at the executive level in tertiary institutions. They should also have good organizational and communication skills, high proficiency in both English and Chinese, good problem-solving ability, high literacy in MS Office, and be attentive to details. Fluent in spoken Cantonese is a must. They should be self-motivated, work independently and as a good team player. Applicants with working experience in tertiary institutions or event management, would be an advantage.

**For further enquiries about the post, please contact Miss Vera Chan at [meikichan@eduhk.hk](mailto:meikichan@eduhk.hk).**

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical 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 on or before **7 April 2025**. 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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