

**Executive Officer II (Ref: 2500302)**  
**Department of Social Sciences and Policy Studies**

The appointee will be responsible for academic programme management and development. They will undertake a wide range of executive duties, including providing secretarial support to different committees and review exercises, coordinating timetabling exercises, managing student course registration and study progress, assisting in admission exercises, marketing campaigns, and student experiential learning activities, providing pastoral care to students, and performing any other duties as assigned by the recruitment Head.

Applicants should have a Bachelor's Degree with several years of post-qualification working experience in programme development and administration in tertiary education institutions. Proficiency in both English and Chinese (including Putonghua) is essential. They should be a good team player, attentive to detail, self-motivated, able to work under pressure, and possess excellent organisational, communication, and interpersonal skills. Additionally, they may be required to work beyond regular office hours and travel outside Hong Kong.

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 15 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/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. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

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

**EdUHK is an Equal Opportunities Employer.**