

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.

**Executive Head (Ref: 2500677)
Office of the Vice President (Administration)**

The Executive Head in the Office of Vice President (Administration) plays an important role in ensuring the smooth operation of administrative functions and supporting the Senior Management in achieving institutional goals. The appointee will be responsible for a wide range of high-level executive support to the Vice President (Administration) including but not limited to :

- Serve as a coordinator and senior executive in the Office of the Vice President (Administration) on strategic, operational, and policy matters
- Conduct and provide high-level analysis and recommendations to support decision-making
- Support to drive, manage, coordinate university-level special projects and initiatives under the remit of Office of the Vice President (Administration)
- Assist in the development and implementation of institutional strategies, goals and initiatives
- Oversee the day-to-day administrative operation of the Office of the Vice President (Administration), ensuring efficiency and alignment with university priorities.
- Act as a contact point between the senior management, and other university departments, government bureaux, external stakeholders and partners
- Assist the President and Vice Presidents to communicate with Council members on a need basis
- Lead the secretariat to ensure the administrative policies and procedures align with university regulations and good practices
- Supervise and mentor staff within the Office of the Vice President (Administration), fostering a collaborative and high-performing team
- Organize and provide secretarial support to university-level meetings, including agenda setting, minutes and ensure timely follow-up on decisions and actions

Applicants should have a recognized degree in law, public administration, finance, accounting, corporate governance, or a related field with substantial experience at senior level in administration at tertiary institutions or public organizations. Possession of professional qualifications such as membership of HKCGI or accredited mediator is an asset. Prior experiences and exposures in managing strategic projects and providing support in seeding and advancing different levels of collaborations and networks in Hong Kong, the Greater Bay Area, the region and beyond will be highly preferable. The appointee may need to travel outside Hong Kong on a need basis. The appointee should 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 Putonghua.

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 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 mid-July 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/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.

