

Executive Officer II (Ref: 2500740)
Academy for Applied Policy Studies and Education Futures

The appointee will be responsible for supporting academic programme management and development as well as providing support on programme admissions, e.g.: Master of Science in Environmental, Social and Governance for Sustainable Development [MSc(ESGSD)]. He or She 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, admission and marketing campaigns, and student experiential learning activities, providing pastoral care to students and alumni, and performing any other duties as assigned by the Programme Leader and his or her delegate(s).

Applicants should have a Bachelor's degree with several years of full-time post-qualification working experience in programme development and administration in tertiary education institutions. They should also have high proficiency in both written and spoken English and Chinese (Cantonese and Putonghua). Candidates should demonstrate strong teamwork skills, attention to detail, the ability to work under pressure, as well as possess excellent organisational, communication, and interpersonal skills, along with the strong sense of responsibility. They should also be self-motivated, mature, able to work independently and adaptable to changes.

Working outside office hours and Hong Kong may occasionally be required. The initial appointment will be for a period of 2 years, with the possibility of renewal subject to mutual agreement.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. 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 on or before **23 July 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/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.

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