

**Executive Officer I / Executive Officer II (Ref: 2500747)**  
**Office of the Associate Vice President (Internationalisation)**

The appointee will provide a comprehensive range of administrative supports to the Associate Vice President (Internationalisation) – AVP(I). Duties include providing supports in the form of personal assistant, attending administrative meetings, drafting administrative papers and reports, and carrying out duties related to internationalisation, in particular collaboration and partnership with educational institutions and government departments in the Belt & Road countries; and performing any other duties as required by AVP(I). Candidates experienced in organizing international conferences, symposiums, capacity building workshop or similar events are also encouraged to apply.

Applicants for the Executive Officer I post should have at least a Bachelor's Degree with preferably 7 years of post-qualification relevant full-time working experience, ideally at the executive level in tertiary education institutions. They should have excellent command of both written and spoken English and Chinese (both Cantonese and Putonghua); good management and interpersonal skills; be able to work both as a team member and independently; and be attentive to details. They should also be meticulous, patient, highly self-motivated and have a strong sense of responsibility. Applicants who have less relevant post-qualification experience will be considered for the post of Executive Officer II.

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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 on or before **1 August 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.

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

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