

Manager (Ref: 2500749)
Office of Institutional Data and Research

The appointee will report to the Director of Institutional Data and Research and lead a team responsible for data collection, analysis, and management initiatives. This includes overseeing the University-wide Common Data Collection Format (CDCF) exercise, consolidating data for university rankings submissions, and collaborating on institutional data analysis projects.

Key responsibilities include:

- Coordinate and collaborate with Faculties, Departments, Offices, and Units for regular and ad-hoc data submissions to the UGC;
- Act as the primary liaison with the UGC Secretariat on CDCF-related inquiries and matters, ensuring timely follow-up with relevant units;
- Coordinate the annual review of the CDCF exercise, including arranging briefing sessions and preparing outcome reports;
- Collect and consolidate university rankings-related data, ensuring accuracy, consistency, and completeness;
- Collaborate with internal departments and external organizations to understand data formats and fields across different domains;
- Work with the IT team in the Office to enhance workflows for data collection, validation, and analysis;
- Support university-wide data analysis projects to inform institutional planning and decision-making; and
- Perform other duties as assigned by the Director.

Applicants should meet the following requirements:

- Hold a recognized Bachelor's degree in Computer Science, Information Management, Statistics, or related disciplines;
- At least 7 years of full-time post-qualification working experience, preferably in tertiary education institutions;
- Strong data analytical and problem-solving skills are preferred;
- Excellent command of both written and spoken English and Chinese;
- Detail-oriented, self-motivated, well-organized, and capable of working independently under pressure; and
- Strong sense of responsibility, along with excellent communication, interpersonal, and IT skills.

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 appointee will hold a substantive rank of Executive Officer I in the University.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](http://www.eduhk.hk/jobsopp/index.php?glang=en) and upload a full CV on or before **30 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.

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

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