

**Executive Officer II / Executive Assistant (Ref: 2500768)**  
**Academy for Applied Policy Studies and Education Futures and**  
**Academy for Educational Development and Innovation**

The appointee will be responsible for supporting a wide range of administrative and executive assistance to both the Academy for Applied Policy Studies and Education Futures (AAPSEF) and the Academy for Educational Development and Innovation (AEDI). He/she will closely assist the chairpersons of the Academic Committee (AC), Research and Development Committee (RDC), and other relevant committees for both academies as well as his/her supervisor(s), ensuring the quality of the development and efficient daily operations. Responsibilities include but are not limited to general administrative duties, providing secretarial support for committees and work groups, coordinating academy-wide review exercises and academic events/functions, adapting operational procedures/manuals/guidelines, drafting papers and reports, and supporting the academic ceremony, assisting and managing of programme related promotion, alumni activities and other events. The appointee will also be required to work closely with internal and external parties in discharging the responsibilities and to perform other duties as assigned by the supervisor(s).

Applicants should have a Bachelor's Degree with several years of post-qualification full-time working experience, preferably in tertiary education institutions. Prior experience in committee secretariat at the Faculty/ Academy level is preferred. Proficiency in written and spoken English and Chinese (Cantonese and Putonghua), strong communication and analytical skills, computer literacy, attention to detail, and a sense of responsibility are required. Candidates should be self-motivated, mature, able to work independently and adaptable to change. Working outside office hours and Hong Kong may occasionally be required.

Applicants with less working experience may be considered for the post of Executive Assistant.

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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 **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. 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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