

**Executive Officer II (Ref: 2501071)**

**Research and Development Office (Knowledge Transfer Sub-Office)**

The appointee will be responsible for project coordination; organization of face to face and virtual events including class activities and meetings; statistical analysis of class data; liaison with external parties including guest speakers, schools and vendors; monitoring procedures and progress; office administration and performing any other duties as assigned by the supervisor(s). The appointment will be for a period of 7 months, with the possibility of renewal subject to mutual agreement. The appointee may need to work off-campus at times and be flexible in working hours.

Applicants should possess a Bachelor's Degree with normally 2 years or more of post-qualification and solid working experience, preferably at the executive level gained in the tertiary education sector. They should have good communication and interpersonal skills, a flexible approach to work, and excellent organisational and problem-solving abilities. The appointee should be highly proficient in English and Chinese (including Putonghua), attentive to details, highly self-motivated, have strong literacy in computer applications and ability to maintain online systems/databases effectively.

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Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical 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 **20 October 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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