

Executive Officer I (Ref: 2501165)
Department of Education Policy and Leadership

The Department is seeking an enthusiastic and motivated individual to oversee the general office, ensuring the department's daily operations are managed effectively. The appointee will be responsible for assisting in ensuring that the department complies with the university's policies and procedures in office operations; responding to internal and external enquiries promptly; providing secretarial support to major departmental committees; preparing papers relating to academic and strategic development; contributing to specific strategic initiatives pertaining to post-merger integration; organising department-wide events/activities to promote the department's culture and values; monitoring quality assurance and enhancement issues at the departmental, programme and course levels; establishing new partnerships, initiate collaborative projects and overseeing global activities with the relevant Associate Heads; undertaking ad hoc tasks in the Department's pursuit of quality and excellence beyond office hours if necessary; and performing any other duties as assigned by the Head or their delegates. The appointee is expected to supervise staff and provide coaching to them.

Applicants should have a Bachelor's degree with at least seven years of full-time post-qualification working experience at the executive level, preferably gained in a tertiary institution. They should be highly proficient in both English and Chinese, attentive to details and self-motivated. A strong organisational, analytical, and reasoning mind, along with excellent writing and problem-solving skills, are essential. The appointee should have good communication and interpersonal skills, a flexible approach to work and excellent problem-solving abilities. Ample experience in dealing with multiple tasks will be an advantage.

For information on the Department of Education Policy and Leadership, please visit: <https://www.eduhk.hk/epl/en/>. Shortlisted candidates will be invited to attend a written test.

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 **3 December 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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