香港教育大學
The Education University of Hong Kong

Executive Officer II (Ref: 2501245)
Department of Mathematics and Information Technology

The appointees will be responsible for providing a wide range of administrative support to academic programmes, promotion and events in the Department, as well as carrying out general administrative duties as required. He or she will also serve as secretary to various departmental committees, write reports and proposals, liaise with programme personnel, students and external bodies, support department coordination and event management, supervise junior staff, perform any other duties as assigned and traveling outside of Hong Kong and undertaking work as assigned by the University, where necessary. The initial appointment will be for a period of 2 years, with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's degree with several years of relevant post-qualification working experience, preferably in education/ tertiary institutions. They should also have high proficiency in both written and spoken English and Chinese (Cantonese and Putonghua), good communication and analytical skills, be literate in computer applications, be attentive to details, and have strong sense of responsibility. They should also be self-motivated, mature, able to work independently and adaptable to changes. Salary will be commensurate with qualifications and experience.

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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 **9 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.

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

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