

Manager (Ref: 2600025)

Office of Institutional Data and Research

The Office of Institutional Data and Research is seeking a proactive and skilled Manager to lead university stakeholder management for global university rankings and research intelligence initiatives. The appointee will play a key role in stakeholder communication, engagement, and promotion of research intelligence initiatives to support data-informed decision-making across the institution.

Key responsibilities include:

- Build and maintain effective relationships and communication with both internal and external stakeholders, particularly with academic scholars and researchers;
- Coordinate and support the University's participation in and hosting of international summits and conferences to enhance its international standing and reputation;
- Promote research intelligence tools and initiatives to academic and faculty members for data-informed decision-making;
- Liaise and communicate with faculty and units on the university-wide Common Data Collection Format (CDCF) exercise and related UGC submissions;
- Design, develop and deliver workshops, training sessions, and briefings to academic, research, and administrative staff;
- Perform other duties as assigned by the Office Director or his delegates.

Applicants should meet the following requirements:

- Hold a recognized Bachelor's degree, preferably in communication, business administration, public relations or a related field;
- Have at least 7 years of post-qualification experience, preferably in an academic or research setting;
- Proactive and independent, with strong written and verbal communication skills and demonstrated ability to engage with internal and external stakeholders at all levels;
- Be detail-oriented, organized, and capable of working independently under pressure;
- Have an excellent command of English and Chinese, both written and spoken; and
- Experience in organizing academic conferences, workshops and webinars is highly desirable.

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](#) and upload a full CV on or before **28 January 2026**. 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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