

Global Affairs Manager (Ref: 2600047)

Global Affairs Office

Serving as an international relations arm of the University, the Global Affairs Office is primarily responsible for developing international collaborations with strategic partners worldwide; promoting the University globally; recruiting non-local students; and organising student exchange programmes and summer programmes. The Office is seeking a dynamic, organised, and detail-oriented individual with a strong interests in this line of work.

The appointee will be responsible for providing comprehensive executive, secretarial, and administrative support to the Global Affairs Office. Key responsibilities include, but are not limited to: (i) providing high-level executive and secretarial support to the Director of Global Affairs, including preparation of proposals, briefing papers, reports, presentation materials, and official correspondence; (ii) serving as Secretary to designated committees and working groups, including preparation of agendas and papers, recording minutes, and monitoring follow-up actions; (iii) overseeing administrative, financial, procurement, and record-keeping matters of the Office; (iv) supporting internationalisation initiatives, including non-local student visa processing, and coordination of overseas visits and education fairs; (v) coordinating logistics for incoming and outgoing delegations and overseas travel arrangements; (vi) supervising and guiding junior staff as assigned; and (vii) performing any other duties as assigned by the Director of Global Affairs or supervising officer(s). Occasional work outside normal office hours as well as travel to the Greater China region and other parts of the world may be required.

Applicants should hold a Bachelor's Degree with normally at least seven years of post-qualification work experience, preferably gained in a tertiary institution or international education environment. They should have an excellent command of both written and spoken English and Chinese (Cantonese and Putonghua), strong interpersonal and communication skills, and the ability to work with stakeholders from diverse cultural backgrounds. They should also be highly organised, detail-minded, able to manage multiple tasks independently and as a team member, and work under tight deadlines. Prior experience in executive or committee secretariat support, office administration, coordination of events or overseas activities, and/or supervision of junior staff would be an advantage.

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 **11 February 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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