



香港教育大学（教大）于 1994 年创校，并于 2016 年正式获颁大学名衔，是一所获政府资助的大学，致力通过多元化的学术、专业及研究课程，推动师范教育及相关学科的发展。教大以成为亚太区以至全球领先的大学为目标，专注于教育及跨学科研究、发展与创新，并致力培育卓越而具爱心的教育工作者及专业人才，同时积极提升学术研究的社会影响力。

教大现有学术及教学人员约 450 名，学生总人数约 11,000 人。大学设有研究生院及三个学院，分别为教育及人类发展学院、人文学院，以及文理及社会科学学院，合共涵盖 15 个学术系别。此外，大学亦设有两所学院，分别为教育发展与创新学院及应用政策研究与教育未来学院，以及多个大学级别的研究中心及学院级别的研究与专业发展中心。如欲了解更多有关教大的信息，请浏览 <http://www.eduhk.hk>。

秉承推动教育卓越及研究创新的使命，教大已在中国内地建立深圳研究院，以拓展其在大湾区的研究版图、知识转移项目及产业合作。

教大现正招募优秀专业人才，出任驻深圳职位。

行政主任

香港教育大学深圳研究院

行政主任将为深圳研究院（SZRI）提供全面的行政及执行支持，涵盖人力资源管理、财务行政、科研资助协调、委员会秘书职能，以及与政府部门及院校的对外联络。

岗位职责

- 为 SZRI 日常运作提供全方位行政支持，包括办公室管理、会议协调，以及与政府部门、深圳虚拟大学园内相关机构及香港教育大学内部单位的联络；
- 协调对外沟通、宣传后勤及利益相关者关系，以支持 SZRI 的对外参与工作；
- 支持日常运作，包括设施管理、物资盘点、信息技术协调及服务合同管理；
- 协助准备审计及报告所需文件；
- 负责 SZRI 的人力资源管理，包括招聘研究相关人员及博士生、入职与离职手续、合同管理、绩效评核协调及员工档案管理；
- 与香港教育大学人力资源处联络，处理人力政策及员工相关事宜；维护准确的人力资源数据库，确保遵守内地法规及大学政策；
- 支持 SZRI 的财务运作，包括预算编制、支出监控、采购协调、报销处理、财务报告及资助账户管理，确保符合大学政策及内地法规；
- 为内地科研资助提供行政支持，包括申请协调、文件准备、进度报告及中标后跟进工作；
- 协助维护 SZRI 的资助管理系统，并就项目账户、时间表及法规问题与研究发展处/财务处对接；
- 为港教研究人员建立内地资助渠道（如：国家自然科学基金、科技部项目、国家重点研发计划、省市级资助等），包括资格确认、账户设置、提案审核、合规检查及协调提交；
- 为 SZRI 各委员会、会议、理事会及工作小组提供秘书支持；
- 支持 SZRI/香港教育大学在深圳举办的活动，包括学术活动、合作伙伴事务、访问接待及拓展项目；
- 协调评审工作、质量保证活动及课程相关文档的后勤事宜；
- 协助按大学标准起草方案、报告、运作指引及程序手册；
- 其他上级交办任务。

任职要求

- 大学本科及以上学历，行政管理、教育学、公共管理或相关专业优先；
- 具备3年及以上行政或科研管理经验，有高校或研究机构工作经验者优先；
- 熟悉内地政府及高校运作机制，了解深港两地合作背景者优先；
- 良好的中英文书面及口头表达能力，能以英文进行日常工作沟通；粤语会话能力者优先；
- 注重细节，能同时处理多项任务，具备出色的组织及沟通能力；
- 熟练使用 Microsoft Office 办公软件。

报名方式

本次招聘由高奥士国际有限公司（KOS International Limited）代表香港教育大学进行搜寻。欢迎有意人士提交申请或推荐，请将求职信及完整个人履历发送至王小姐（Ms April Wang）的电子邮箱：April.wang@kos-intl.com。如有查询，请致电高奥士深圳办事处：0755 6661 3117。

本校保留不填补该职位或以邀请方式填补该职位的权利。只有入围候选人方会获得通知。申请及推荐将持续接受，直至职位填补为止。申请人所提供的个人资料将用于招聘及其他与聘用相关的用途。有关个人资料收集声明的详情，请参阅<http://www.eduhk.hk/jobsopp/index.php?glang=en>。



Founded in 1994 and awarded the University title in 2016, The Education University of Hong Kong (EdUHK) is a publicly funded university, dedicated to the advancement of teacher education and related disciplines through a diverse offering of academic, professional and research programmes. The University aspires to become a leading university in the Asia Pacific region and beyond, with a focus on educational and multi-disciplinary research, development and innovation. We are committed to nurturing outstanding and caring educators and professionals as well as enhancing the impact of scholarship.

The University has an academic/teaching staff strength of about 450 and total student headcount of about 11,000. It has a Graduate School and three Faculties, namely, Faculty of Education and Human Development, Faculty of Humanities, and Faculty of Liberal Arts and Social Sciences, comprising 15 academic departments, as well as two Academies, Academy for Educational Development and Innovation, and Academy for Applied Policy Studies and Education Futures, a number of University-level research centres and Faculty-level research and professional development centres. For more information about the University, please visit <http://www.eduhk.hk>.

With a mission to advance education and research excellence, EdUHK has established a Research Institute in Chinese Mainland to expand its research footprint, knowledge transfer initiatives, and industry collaborations across the Greater Bay Area.

EdUHK is currently recruiting high-calibre professionals for roles based in Shenzhen.

EXECUTIVE OFFICER EdUHK Shenzhen Research Institute, Shenzhen

The Executive Officer will provide comprehensive executive and administrative support to SZRI's operations, covering HR management, financial administration, research grant coordination, committee secretariat support, and external liaison with government agencies and institutions.

Roles and Responsibilities

- Provide all-round administrative support to SZRI operations, including office administration, meeting coordination, and liaison with government agencies, institutions at Shenzhen Virtual University Park, and internal EdUHK units.
- Coordinate communications, publicity logistics, and stakeholder relations to support SZRI's external engagement efforts.
- Support daily office operations including facility management, inventory, IT coordination, and service contracts.
- Assist in preparing documents for audits and reports.
- Manage the full spectrum of HR processes for SZRI, including staff recruitment for research-related staff and PhD students, onboarding/offboarding, contract administration, performance review coordination, and staff records management.
- Liaise with EdUHK HR Office on HR policies, compliance, and staff-related matters; maintain accurate HR databases ensuring compliance with Chinese Mainland regulations and EdUHK policies.
- Support SZRI's financial operations, including budget preparation, expenditure monitoring, procurement coordination, reimbursement handling, financial reporting, and grant accounts, ensuring compliance with University policies and Chinese Mainland regulations.
- Provide administrative support for Chinese Mainland research grants, including application coordination, document preparation, progress reporting, and post-award follow-up.
- Assist in maintaining SZRI's grant management system and liaise with the Research Development Office/Finance Office on project accounts, timelines and compliance.
- Build the Chinese Mainland funding pipeline for EdUHK researchers (e.g. NSFC, MOST, National Key R&D, provincial/municipal schemes) including eligibility confirmation, account setup, proposal vetting, compliance checks and coordinating submissions.
- Provide secretarial support to SZRI committees, meetings, boards and working groups.
- Support SZRI/EdUHK events in Shenzhen, including academic events, partnership activities, visits and development initiatives.
- Coordinate logistics for review exercises, quality assurance activities and programme-related documentation.
- Assist in drafting proposals, reports, operational guidelines and procedural manuals following University standards.

Requirements

- Bachelor's degree or above, preferably in Administration, Education, Public Administration or a related discipline.
- At least 3 years of relevant working experience in administrative or executive roles.
- Experience in higher education institutions, research institutes, or multinational organisations is preferred.
- Familiarity with Chinese Mainland government and higher-education operating procedures; knowledge of Shenzhen–Hong Kong collaboration would be an advantage.
- Excellent written and spoken Chinese and English, with the ability to use English for routine business communication; Cantonese proficiency would be an advantage.
- Detail-oriented, strong organisational, multi-tasking and interpersonal skills.
- Proficient in Microsoft Office applications.

Application / Nomination

The University is being represented in this search by KOS International Limited. Interested parties are invited to submit applications/nominations, together with cover letter and a full curriculum vitae, to Ms April Wang by email to April.wang@kos-intl.com. For enquiries, please call KOS Shenzhen Office: 0755 6661 3117.

The University reserves the right not to fill the position or to fill the position by invitation. Only those who are shortlisted will be contacted. Applications and nominations will be considered until the position is filled. 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>.