

**Assistant Global Affairs Officer (Ref: 2600418)**  
**Global Affairs Office**

The appointee will be responsible for (i) assisting in updating and consolidating data for management reports, and ensuring data accuracy and availability; (ii) handling public enquiries through phone, email, and social media channels, providing timely and accurate responses; (iii) providing general office administrative support, including record keeping, coordination, and processing routine administrative tasks to ensure smooth daily operations; (iv) assisting in the planning and execution of projects and events, including logistical arrangements and on-site support; and (v) supporting cross-functional initiatives and ad hoc assignments, including coordination with internal and external stakeholders as required, and performing any other duties as assigned by supervising officer(s).

Applicants should have a Bachelor's degree, preferably with some relevant post-qualification working experience, good interpersonal and communication skills, high proficiency in both English and Chinese (Cantonese and Putonghua) and be literate in computer applications including MS Word, Excel, PowerPoint, graphic design tools and web applications. Working experience in local tertiary education institutions in particular in customer service, office operation, and data administration will be an advantage.

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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 Assistant 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 **29 June 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>.

**EdUHK is an Equal Opportunities Employer.**

