

Executive Officer II (Ref: 2600513)
Department of Health and Physical Education

The appointee will provide comprehensive administrative and programme support to the Department. Key responsibilities include supporting departmental meetings and committees; maintaining procedures in accordance with the University's policies and guidelines; coordinating academic programmes and related activities; facilitating student and faculty initiatives; preparing reports, proposals and official correspondence; liaising with internal and external stakeholders; and performing any other duties as assigned by the Department.

Applicants should have a Bachelor's degree, preferably in Translation, Education, Administration or a related discipline, with at least several years of relevant post-qualification working experience, and preferably in the education sector. Substantial experiences in programme administration will be highly preferred.

Applicants should demonstrate strong written and verbal communication skills in English and Chinese, preferably with an IELTS overall band score of 6.5 or above (or equivalent). They should be detail-oriented, self-motivated, and capable of working independently as well as collaboratively in a team environment. Candidates who are immediately available will be given priority consideration.

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 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 **14 July 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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