Guide to Appointment

EXECUTIVE OFFICER II

Overall Objective:

The appointee will be responsible to the Dean/Director/Head of a School/Centre/Institute/Unit or his/her nominee for the provision of administrative services and support relating to the functions and activities of the School/Centre/Institute/Unit concerned. He/she may be subject to posting.

Entry Requirements:

a) A recognized degree with relevant administrative experience;

b) Excellent oral and written communication skills in both English and Chinese;

c) Proficiency in computer application software; and

d) Ability to communicate in Putonghua preferable.

Major Responsibilities:

a) To be responsible for the day-to-day operations of the General Office of the School/Centre/Institute/Unit concerned and/or functional areas assigned;

b) To undertake general administrative duties including office management, policy review and implementation, committee work and staff supervision etc.;

c) To undertake such other duties and responsibilities as assigned by supervisors.
Remuneration Package (for reference only – subject to change)

Monthly Basic Salary : HK$17,805 – HK$36,740

Contract Gratuity : 15% of total basic salary over the contract period payable upon satisfactory completion of the contract. The gratuity payable shall be reduced by the total monthly contributions made by the University as an employer to the MPF or ORSO sub-scheme.

Monthly Composite Cash Allowance : 5% of monthly basic salary, capped at mid-point of the salary scale (applicable to 2-year contract only)

Other Benefits : annual leave, medical and dental schemes

Human Resources Unit
11 September 2008