Guide to Appointment

EXECUTIVE OFFICER II

Overall Objective:

The appointees will be responsible to the Dean/Director/Head of a School/Centre/Institute/Unit or his/her nominee for rendering administrative services and support relating to the functions and activities of the School/ Centre/ Institute/ Unit concerned. He/She may be posted to take up different assignments.

Entry Requirements:

a) A recognised degree with at least 2 years’ post-qualification 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 preferred.

Major Responsibilities:

a) To be responsible for the day-to-day operation 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 the supervisors.
**Remuneration Package** (for reference only – subject to change)

Monthly Basic Salary : HK$17,805 – HK$33,520

Contract-end Gratuity : 10% of total basic salary over the contract period, payable upon satisfactory completion of the contract. The gratuity payable shall be inclusive of the total monthly contributions made by the University as an employer to the MPF Scheme or the ORSO Sub-Scheme

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

Other Benefits : annual leave, medical and dental schemes

*Human Resources Unit*

*1 September 2009*