

Assistant Officer in the Development & Alumni Affairs Office (DAAO)

(Ref.: 201700295) (to commence as soon as possible, on a two-year fixed-term basis with contract-end gratuity and University contribution to a retirement benefits scheme, totalling up to 10% of basic salary, with the possibility of renewal subject to satisfactory performance)

The DAAO is responsible for the advancement of the University, in particular in the portfolios of networking and fundraising.

The appointee will be responsible for:

- financial and accounting matters including book-keeping and budget control;
- data input and analysis;
- event logistics;
- general administrative support and any other duties as assigned.

They should have:

- at least 5 years' work experience,
- a good command of spoken and written English and Chinese (fluency in Putonghua preferable);
- good interpersonal and organisational skills;
- a mature and self-motivated attitude with a strong sense of responsibility and teamwork;
- the ability to work independently and under pressure;
- proficiency in PC and software applications including MS Word, MS Excel, Access, Power-point and Chinese word processing.

Applicants should have at least 5 passes in HKCEE including English, Chinese and Mathematics, or min. Level 2 or equivalent in 5 subjects in HKDSEE including English Language, Chinese Language and Mathematics. Shortlisted candidates will be invited for a written test and an interview.

A highly competitive salary commensurate with qualifications and experience will be offered, in addition to annual leave and medical benefits.

Applicants should send a completed application form together with an up-to-date C.V. to daaohr@hku.hk. Application forms (345/1111) can be obtained at <http://www.hku.hk/apptunit/jr-form.doc>. Further particulars can be obtained at <http://jobs.hku.hk/>. **Closes March 25, 2017.**

The University places great emphasis on staff development to help staff develop potential, and has in place a variety of development opportunities catered for staff at different stages of career development.

The University thanks applicants for their interest, but advises that only shortlisted applicants will be notified of the application result.

The University is an equal opportunity employer