



## JOB DESCRIPTION

**Post Title :** Administrative Officer

**Division/Branch :** Programme Branch

**Responsible to :** Associate Director

**Job Scope**

1. To be responsible to the Associate Director for administrative support to different Divisions in the Programme Branch of the Academy;
2. To implement relevant strategies, policies and services that secure the achievement of agreed Academy and Division objectives;
3. To prepare and supervise purchasing matters and manage office operations within Academy policies and procedures.

**Main Job Responsibilities :**

1. Handle enquiries related to student nomination and admissions issues, process programme payment, programme placement and student attendance;
2. Handle correspondence and provide clerical support to matters related to student programmes and services;
3. Maintain programmes and services data base and expenditure records;
4. Update student data base and issue certificates for student programmes;
5. File tender and quotation documents for procurement of student programmes and services;
6. Process applications and passage arrangement for international conference for officers;
7. Set up venue for programmes and events, and attend to the lesson start up;
8. Provide logistics support to ceremonies, programmes and events organised by programme teams.

**Requirements :**

- a. A Hong Kong university Bachelor's degree or equivalent with at least four years' appropriate administrative work experience;
- b. Experience in logistics arrangements for staging an event/activity;
- c. Experience of dealing with telephone enquiries of a sensitive nature is highly preferred;



- d. Excellent communication skills (oral and written) in Chinese and English, ability to speak Putonghua will be preferred; and
- e. Good proficiency in using a variety of ICT packages (MS Office Applications).

**Remarks :** Shortlisted candidates will be invited to attend a written test and an interview.

**Terms of Appointment :** The successful candidates will be offered an initial term of two years. Re-appointment will be subject to mutual agreement and good performance. The Academy offers a competitive salary for good candidates. Fringe benefits will be offered according to the job grade of prevailing policy.

*\*For the protection of children and mentally incapacitated persons, prospective employees are requested to undergo a Sexual Conviction Record Check. Data collected will be used for recruitment purpose only.\**

**How to Apply :** Suitably qualified and experienced individuals are invited to apply by sending

- a completed **application form** which is obtainable by downloading from : <http://www.hkage.org.hk/en/about-us/job-vacancies>
- a full resume stating **present** and **expected salary** and **availability**;
- a detailed covering letter (of not more than two pages) outlining key achievements and explaining why you are well qualified to meet the requirements of the relevant post.

**Applications should be made in English** and should clearly specify the position applied for with job reference number on the envelope (top left). Completed applications should be sent to:

**The Hong Kong Academy for Gifted Education, Room 401, Corporate Services Division, Sha Kok Estate, Shatin, New Territories, Hong**

**Kong** or emailed to [recruitment@hkage.edu.hk](mailto:recruitment@hkage.edu.hk)

All information provided will be treated in the strictest confidence.

Review of applications will start as soon as possible and this recruitment exercise will continue until the post is filled. All applications received will be treated in strict confidence. Personal data collected will be used for recruitment purpose only. Unsuccessful applications will be kept for a period of 12 months and destroyed afterwards.

**Enquiry :**

For further details, please visit the Academy website at <https://www.hkage.edu.hk> or contact Ms Siu at 3940 0122 or via email [recruitment@hkage.edu.hk](mailto:recruitment@hkage.edu.hk)

**The Academy reserves the right not to make an appointment of the posts advertised.**

**HKAGE is a subvented non-governmental organisation, to advocate and provide support services for students, teachers and parents.**