

Executive Officer II(s) (Grants Management) (Ref. 250000U4)



THE CHINESE UNIVERSITY OF HONG KONG

Job Details

Company Overview

Office of Research and Knowledge Transfer Services

Executive Officer II(s) (Grants Management) (Ref. 250000U4) Closing date: May 27, 2025

The appointee(s) will be responsible for (a) managing and administering various local and non-local external research grants; (b) liaising with internal Departments/Units and external funding bodies; (c) preparing statistical reports and papers; (d) co-ordinating events; and (e) supervising the supporting staff.

Applicants should have (i) a good Bachelor's degree or above; (ii) fulfilled the English language requirements set out on the



This job has expired.

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Chinese (including Putonghua); (iv) at least 2 years' post-qualification executive experience, preferably in research grant management at higher education institutions; (v) strong organisational, analytical, problem-solving and interpersonal skills; (vi) a proactive work attitude and competence in multitasking; (vii) the ability to work independently and under pressure; and (viii) strong computer literacy and knowledge of computer applications. Solid experience in writing reports and papers is preferred. Prior experience in the management of Mainland China research grants will be advantageous. Shortlisted candidates will be invited to sit for a written test.

Thanks you for your searching. Since the job was expired. We suggest you to search another jobs again or we have some recommended jobs for you below. Applicants must submit copies of certificates showing if they have fulfilled the language requirements and/or academic qualifications stated above, otherwise their applications will NOT be considered.

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[Project Co-ordinator II\(s\).\(Ref. 2500024T\)](#)  
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