

## Executive Secretary (DVC)

### Responsibilities:

The incumbent will be based in Office of the Deputy Vice-Chancellor (Academic) and his/her responsibilities include:

- Providing ongoing support and assistance and managing the daily operations of the Office of the Deputy Vice-Chancellor (Academic)
- Acting as Secretary for committees that are chaired by the Deputy Vice-Chancellor (Academic)
- Liaising with external visitors and internal departments to coordinate and organise meetings, activities, key events and functions that involve the Deputy Vice-Chancellor (Academic)
- Conducting small institutional research and sourcing for relevant information on education, disciplines and new thinking in Higher Education
- Maintaining records and files
- Help prepare articles for publications

### Requirements:

- Candidate must possess a Bachelor degree in Management, Business Administration or a related discipline
- At least 2 years of working experience. Candidates with experience in the education industry and research would have an added advantage
- Excellent communication and interpersonal skills
- Good organisational skills and is meticulous
- Proficient in the use of Microsoft Office applications
- Able to work independently with minimum supervision, possess a high degree of integrity, initiative and commitment