



香港中文大學
The Chinese University of Hong Kong



Vice-President (Administration)

Founded in 1963, The Chinese University of Hong Kong (<http://www.cuhk.edu.hk>) is a forward-looking and intellectually vigorous university with the mission to be a first-class comprehensive research university, regionally and internationally. The University is fully committed to excellence in teaching, research, knowledge transfer and community service in a comprehensive range of disciplines, thereby serving the needs and enhancing the well-being of the citizens of Hong Kong, China as a whole, and the wider world community. The University values greatly its College system and the culture preserved and promoted by the University and its Constituent Colleges. Bilingualism is adopted in teaching, research and administration.

The Vice President (Administration) is the principal administrative officer for the University and, as a member of the senior management team advises the Vice-Chancellor and President on matters pertaining to the management and operation of general administrative and financial services functions. He/She will maintain strategic oversight of the administrative resources and operations of the University with a view to ensuring effective delivery of services in support of the academic, teaching, and research activities. The wide spectrum of responsibilities includes, but not limited to, planning and management of finance, human resources, campus development and facilities maintenance, security and transportation service, as well as corporate public relations and events management.

The ideal candidate should possess (i) proven track record of strong leadership in operational management across different areas such as staffing, capital projects, and/or financial management, with a university's degree and preferably postgraduate qualifications; (ii) a demonstrated ability to lead and direct efforts of professional and senior staff and the skills to develop leaders in a complex organisation, preferably in higher education; (iii) excellent communication, writing, speaking (in both English and Chinese), and interpersonal skills; (iv) an ability to work effectively and collegially within a large organisation, to negotiate with a wide range of constituencies and to appreciate the unique University culture; (v) high integrity and a commitment to implement best practices.

Appointment will initially be made on contract basis for up to three years, renewable subject to mutual agreement. The University reserves the right to fill the post by invitation/nomination.

To apply

An interested party may set out in detail in a written statement why the applicant considers himself or herself suitable for the position, together with a full curriculum vitae, to be sent either by email to CUHKVP@KornFerry.com or to TT Ho of Korn Ferry (HK) Limited, 15/F, St George's Building, 2 Ice House Street, Central, Hong Kong. Review of applications will commence in the week of **May 6, 2024** and will continue until the post is filled. Qualified applicants will normally receive a notification by Korn Ferry within four weeks from the submission of the application.

The University reserves the right not to fill the position. The Personal Information Collection Statement will be provided upon request. All enquiries, applications and nominations will be treated in strict confidence.