Vice-President (Administration) and Secretary

Hong Kong Baptist University (HKBU) is looking for a dynamic leader who is able to play a key role in the transformation of the University at a pivotal moment in its history. Energised by a new 10-year Strategic Plan and with its ambitious Talent100 global faculty recruitment initiative fully under way, HKBU is poised to transform itself from an institution with an established regional presence into one with an international reputation for excellence.

The University

Founded in 1956, the University has a student population of around 11,000 and a broad range of undergraduate and postgraduate programmes up to the PhD level. HKBU has an academic and teaching staff strength of about 1,000. As part of the Strategic Plan, the University is expanding its infrastructure rapidly. We commit to maintain and build world-class facilities, enabling us to provide an outstanding environment for learning and research. Keen to establish an international presence, we have expanded our global recruitment of students and staff over the last few years and have entered into teaching and research partnerships with leading universities around the world. Beyond Hong Kong, the University has a joint campus with Beijing Normal University running a unique liberal arts college in Zhuhai, the United International College, as well as research centres in other parts of China.

Further information about the University can be found on the website at http://www.hkbu.edu.hk.

The Role

Reporting to the President and as a core member of the senior management team, the Vice-President (Administration) and Secretary provides administrative leadership in the University, proactive support to the University fit-for-purpose governance, overall effective risk management, and assistance to the Council and the Court.

The role leads five administrative offices including the Estates Office, Finance Office, General Administrative Office, Office of Information Technology and Personnel Office and provides professional support service to the academic and other units of the University.

The Person

The candidate should be a dynamic leader who has extensive and solid experience at senior management level in educational institutions, non-profit or large corporations. He/she should demonstrate vision and foresight in a global context, and be a change agent with a successful track record in transforming various administrative functions into fit-for-purpose and best-practice operations. The successful candidate will bring key assets to the senior management team that will help drive forward the transformation of the University and the implementation of the Strategic Plan.

He/She should be able to lead and maintain a strategic overview of the administrative resources and functions of the University to ensure service delivery in support of the academic and research activities of the University. Excellent people leadership with ability to promote community building, drive collaboration across the functions, foster staff development, being a good communicator with all levels of staff, and open to innovation are essential pre-requisites for the role. Good understanding of Hong Kong in the political, economic, socio-cultural and technological aspects is necessary.

Application/Nomination Procedures:

Interested parties are invited to send their applications or nominations to Heidrick & Struggles at Suite 1408 Two Pacific Place, 88 Queensway, Hong Kong, or via hkbu-vpas@heidrick.com. Applications should include a cover letter and a detailed resume.

The information provided by applicants will be used solely for the purposes of considering their applications and all personal data provided will be kept confidential. Review of applications/nominations will begin from October 2019 until the position is filled.

*Hong Kong Baptist University is committed to creating a diverse environment and is an equal opportunity employer*