

Assistant Project Manager (Ref: 2400400)
Department of Health and Physical Education

The appointee will be responsible for planning, organizing and providing executive support to department and programme management, leading staff to manage programmes including managing workload allocation, admission and promotion. He/she will undertake a wide range of duties including preparing and reviewing meeting materials; liaison with internal/external parties; organising workshops and seminars, and serving as secretary to committees/working groups/meetings, preparing proposals/papers/reports, and performing any other duties as assigned by supervisor. The appointment will be for a period of 2 years.

Applicant should have a Bachelor's Degree with at least 7 years of post-qualification full-time working experience in health-related programme at tertiary institutions. He/she should have high proficiency in both written and spoken English and Chinese. Applicant should also have excellent communication and interpersonal skills. He/she should be a good team player, attentive to details, self-motivated, and able to work under pressure. Immediately availability is preferred.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), leave, medical and dental benefits.

The University only accepts and considers applications submitted online for the posts. Applicants should complete the [online application form](#) and upload a full CV. **Review of applications will start from 2 May 2024, and will continue until the post is filled.** Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsopp/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

Further information about the University is available at <http://www.eduhk.hk>.

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