

Project Officer (Ref: 2400506) **Alumni Affairs and Development Office**

The appointee will be responsible for providing support to the Project Management Team under the Alumni Affairs and Development Office (AADO). His/her main duties will include:

- Develop comprehensive event initiative plans, including content, execution plan, timelines, and resource requirements;
- Prepare papers and presentations to introduce initiatives to the board/committee explaining objectives, budget, and deliverables;
- Coordinate project activities, allocate resources effectively, and ensure adherence to project schedules;
- Monitor project progress, identify potential risks and issues, and implement mitigation strategies to keep projects on track;
- Collaborate with different faculties/departments, staff, and external stakeholders to organize events;
- Maintain effective communication channels, providing regular project updates to stakeholders and addressing their concerns;
- Foster strong relationships with event sponsors/donors, team members, and external partners to ensure successful outcomes;
- Develop and manage project budgets, tracking expenses, and ensuring cost-effective utilization of resources;
- Collaborate with Finance Office to procure necessary project resources, equipment, and services; and
- Monitor project expenditures, identify budgetary deviations, and implement corrective actions as required.

Applicants should (a) have a recognized degree or above; (b) have several years of post-qualification academic work experience; (c) have proven track record in formulating and delivering strategies and policies, and shaping and delivering sizable projects for project leaders; (d) have extensive experience in internal and external stakeholder management; (e) be innovative, eager to excel, willing to go an extra mile to achieve objectives and a team-worker; (f) have good communication, presentation and negotiation skills; (g) be pleasant, presentable and proactive, and must be able to formulate/ implement plans independently and work under pressure; and (h) have an excellent command of written and spoken languages in both English and Chinese. Applicants with experience in academic-level project management may have an advantage. Shortlisted candidates will be invited to sit for a written test. Candidates with less experience will be considered for the post of Project Assistant.

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 this post. Applicants should complete the [online application form](#) and upload a full CV. **Review of applications will start from 17 June 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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