

**Project Officer (Ref: 2400686)**  
**Department of Early Childhood Education**

The appointee will be responsible for providing strategic support to the engagement with local community and mainland China for the Department of Early Childhood Education.

He/She will be responsible for planning and implementing strategies to promote engagement activities, including daily marketing/promotion, programme promotion, outreach activities, and for providing supervision and guidance to subordinate, other administrative support and duties as assigned by the supervisor. As a team player, he/she will also be expected to manage vendors and service providers to ensure high quality output for publicity materials; to develop and review the budget and marketing plan; to produce compelling content in written, visual, and video formats for the use in multiple communication channels, including publication, websites and social media platforms; and to organize seminars, programme talks/taster activities, and online and social media campaigns.

Applicants should have a bachelor's degree in Marketing, Translation, Communication, Journalism, or a related discipline, with several years of post-qualification full-time work experience and some managerial experiences, preferably in tertiary institutions. Applicants should also be highly proficiency in English and Chinese (including Putonghua) and computer applications such as Microsoft Office and Canva; have strong communication, writing, editing and project management skills; be proactive, innovative, and able to work under pressure. Prior experience in event management, managing social media, using graphic design software or promoting academic programmes will be an advantage. Immediate availability is preferred.

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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 on or before **28 June 2024**. 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.

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

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