

Project Officer / Project Assistant (Ref: 2401026)
Faculty of Education and Human Development

The appointee will be responsible for supporting the development, management, implementation, and evaluation of Faculty projects related to learning and teaching. S/he will assist in the preparation of papers, proposals and reports, including coordination, review, consolidation and compilation; provide secretarial support to the project team; organise meetings, visits, and seminars, and prepare agendas, minutes and reports thereof; liaise with internal departments/units and overseas collaborators; support Faculty events/activities; and perform any other duties assigned by the supervisor. The initial appointment will be for a period of 2 years with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's Degree with several years of post-qualification working experience, preferably in tertiary education sector. S/he should have excellent command of both written and spoken English and Chinese. S/he should have strong interpersonal, time management, problem-solving and organisational skills. S/he should also be a good team player, highly attentive to details, self-motivated, and able to work independently under strict timelines. Candidates with background in psychology, English language studies or equivalent disciplines will be advantageous.

Applicants 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 19 September 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.

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

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