

**Assistant Project Manager (holding a functional title of Staff and Student Development Officer) (Half-time/Part-time) (Ref: 2401179)
Department of Early Childhood Education**

**Project Title: 2023-2025 ECE Staff and Student Development Programme
[Appointment Period: 12-16 months]**

The appointee will undertake a wide range of executive duties, including (a) overseeing the Staff and Student Development Programme, including planning, implementing, and evaluating various programme components; (b) providing pre-Field Experience student development and career support to students; (c) organizing training workshops and volunteer services to promote serving and positive attitude; (d) providing counselling and consultation services to staff and students; (e) conducting wellness events for ECE staff and students; (f) developing and designing staff and student development training materials; (g) liaising with stakeholders, including staff, students, employers, alumni, and working partners for related sharing, networking, and training activities; (h) formulating a tactical plan for the implementation of the project; (i) coordinating programme publicity and event registration; and (j) managing the project's budget, and report on the project's progress and outcomes to the Project Leader and ECE management. The appointment will be for a period of 12-16 months.

Applicants should have a Bachelor's Degree, preferably a Master's Degree, in Educational Psychology or Counseling Psychology and be eligible for membership in relevant professional bodies and with at least 7 years of post-qualification full-time working experience, preferably in tertiary institutions. They should demonstrate a strong sense of responsibility and self-initiative at work. Applicants should be able to work both independently and collaboratively, as well as under pressure. Applicants should be highly proficient in both English and Chinese (Cantonese and Putonghua).

For information on the Department of Early Childhood Education, please visit <http://www.eduhk.hk/ece/>.

Salary will be commensurate with qualifications and experience.

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 11 November 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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