

Project Officer/ Project Assistant (Ref: 2500089)
Academy for Applied Policy Studies and Education Futures

The appointee will be responsible for supporting the operation of the EdUHK-Mainland Education Research Alliances (EMERA). He/She will assist in developing and maintaining collaborations on research with universities in the mainland China, which includes coordinating meetings and negotiations with university officials to discuss collaboration opportunities and facilitating partnership agreements. He/She will perform any other duties assigned by supervisor.

Applicants should have a Bachelor's Degree with several years of post-qualification working experience, preferably gained in tertiary institution. They should have good knowledge in computer application and proficiency in both spoken and written English and Chinese. Fluency in Mandarin Chinese is preferred. Occasional business trips to Mainland China are required, including weekends and public holidays.

Applicants with less experience will be considered for the post of Project Assistant.

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical 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 3 February 2025, 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/jobsoff/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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