

Project Officer (Ref: 2500226)
Centre for Child and Family Science

The appointee will assist in a cross-institution project sponsored by The Hong Kong Jockey Club Charities Trust. The project aims at cultivating a culturally responsive environment and creating holistic learning support to non-Chinese speaking (NCS) children in local kindergartens. EdUHK will focus on capacity building of educators, teaching assistants, and school leaders in facilitating the NCS children to learn effectively.

The appointee will be responsible for supporting project leaders in administering an award-bearing academic programme and other short-term training courses (including promotion, admission, daily operations, practicum and exchange, review and evaluation, reporting, student administration, etc.), monitoring quality assurance, preparing different kinds of papers, providing secretarial support to committees, organizing project and programme activities, liaising with stakeholders internally and externally, supervising project/programme support staff, and performing other duties as assigned by the supervisors. The appointment will be from as soon as possible to 31 August 2026.

Applicants should have a bachelor's degree with several years of post-qualification work experience, preferably in tertiary institutions. They should also have high proficiency in both written and spoken English and Chinese; good interpersonal, organizational and leadership skills. They should be good team players, attentive to details, self-motivated, and able to work under pressure. Those with experience in programme management and who are immediately available is preferred.

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 on or before **20 March 2025**. 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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