

Assistant Project Manager (Ref: 2500291)
Centre for Higher Education Leadership and Policy Studies

The appointee will assist in providing support to visiting professors, executive administrators and conference/ symposia distinguished presenters, keynote speakers and others; carrying out general administrative duties (e.g. arranging meetings/events/visits, data manipulation, system work and office management); assisting with budget administration, financial accounting, and audit reports, as well as coordinating fee payment to internal and external parties; assisting in maintaining and updating the Centre's webpages, listservs, social media and other communication channels; keeping archives and correspondence of the Centre's initiatives; working collaboratively as a team member in the Centre's activities; working closely with internal and external parties in discharging the responsibilities; and performing any other duties as assigned by the Centre Co-Directors or their delegates.

Applicants should have a Bachelor's degree with at least 7 years of post-qualification work experience, preferably in tertiary institutions. Immediate availability is an advantage. Applicants should be highly proficient in both English and Chinese (including Putonghua). They should have strong skills in interpersonal communication, time management, problem-solving, organization and IT. They should also be a good team player, highly attentive to details, self-motivated, and able to work under strict timelines.

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 March 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/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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