

Project Officer (Ref: 2400297)
Academy for Applied Policy Studies and Education Futures

The appointee will provide a wide range of administrative support in relation to the work portfolio under the purview of the Project Director of the Academy for Applied Policy Studies and Education Futures. He/She will be responsible for assisting in the development, implementation, evaluation and dissemination for various projects and innovative educational initiatives, assisting in research process by collecting data, analyzing data and summarizing results, providing secretarial and executive support to the development and implementation of new programmes/courses and learning resources as well as other internal committees and meetings, facilitating collaborations and networking activities with the school sector and other experts/ leaders/ practitioners in different fields and supporting the planning and organisation of functions, activities and events. The appointee will also be required to work closely with internal and external parties in discharging the responsibilities and to perform other duties as assigned by the Project Director of the Academy for Applied Policy Studies and Education Futures and his delegate(s).

Applicants should have a Bachelor's degree, preferably law related degree, with normally 2 years or more of post-qualification working experience preferably gained in tertiary education setting. They should be highly flexible and proficient in both English and Chinese (including Cantonese and Putonghua), attentive to details, highly self-motivated and have strong communication and organisation skills. They should be adept at a multi-tasking work environment, able to work under tight deadlines, and demonstrate the ability to work both independently and as a team.

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 appointee will hold a substantive rank of Executive Officer II in the University.

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 1 April 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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