

## **Project Officer (Ref: 2400138) Registry**

The appointee will be responsible for providing support to projects related to academic programme administration and departmental activities. Duties include assisting in matters related to student assessments and records; academic programme development, promotion and maintenance; institutional level benchmarking; assisting in analyzing statistical data and compiling statistical reports; providing secretarial support to meetings; drafting of papers and reports, coordinating with various parties and organizing institutional events; and performing any other duties as assigned. The appointment will be for a period of 2 years.

Applicants should have a Bachelor's Degree with several years of relevant post-qualification working experience, preferably gained in the tertiary education sector. They should have strong analytical abilities, organizational and interpersonal skills; good team spirit as well as the ability to work independently; high proficiency in both English and Chinese (including Putonghua); and high level of computer literacy. Applicants should preferably be equipped with programme administration and records system management experience.

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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 on or before **23 February 2024**. 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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