

Assistant Project Manager (Ref: 2400756) Office of the President

The appointee will assist the President and Section head(s) in overseeing various special projects and managing strategic initiatives under the purview of the new Liaison and Coordination Section and the Office of the President. To advance the University's strategic priorities, the appointee will be responsible for providing support in seeding and energising different levels of collaborations and networks in Hong Kong, the Greater Bay Area, the region, and beyond.

The appointee will be responsible for overseeing the execution, management, and administrative functions of the initiatives, ensuring the smooth operation of various strategic initiatives and projects, related committees, functions, and events, as well as maintaining the effectiveness and efficiency of the implementation. He/she will prepare project and donation proposals occasionally. He/she will liaise with key internal and external stakeholders, including the Senior Management, project team members, and international scholars. The appointee will perform other duties as assigned by the President, Section head(s), and his/her delegates. Working off-campus and business travels are occasionally required.

Applicants should have a recognised University degree ideally in Education, Business and Management or a related discipline, with at least 7 years of full-time work experience in managing projects. The ideal candidate will possess strong coordination skills to manage projects in team settings, experience in staff supervision, conflict resolution, and sensitivity to confidential matters. The ability to handle challenging situations tactfully, as well as strong presentation and negotiation skills to liaise with internal and external stakeholders, is essential. High proficiency in written and spoken English and Chinese (including Cantonese and Putonghua) is required.

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 **24 July 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.

Further information about the University is available at <http://www.eduhk.hk>.

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