

Project Officer (Ref: 2400719)
Department of Education Policy and Leadership

The Department of Education Policy and Leadership (EPL) was established in 2010. As an important part of the University, we contribute actively to programmes at both the undergraduate and postgraduate levels. We prepare students to enter the teaching profession. We educate them in the personal, interpersonal, and social dimensions of teachers. We prepare leaders for roles in principalship, policy planning and analysis, professional development, and school improvement. We inspire students to think critically and ethically by exploring good schools and good societies.

The appointee will be responsible for providing technical solutions and support for Departments' e-learning and outreach strategies. Specific duties include: (a) developing online learning solutions and materials, recommending technology-mediated learning strategies, and integrating AI technologies for the teaching and learning activities; (b) overseeing the departmental website maintenance, optimization, and multimedia production; (c) liaising with internal parties and external service provider on technology-related initiatives; (d) supporting the department's data management, and (e) supporting other events and duties as assigned. The appointment will be for a period of 24 months with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's Degree in software and technology related to graphic and/or instructional design and with several years of post-qualification full-time work experience. High proficiency in verbal and written English and Chinese, effective communication, interpersonal and organisational skills are essential. The successful applicant should be a good team player, able to work independently, and enjoy learning new technological skills.

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 **29 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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