

Founded in 1994 and awarded the University title in 2016, The Education University of Hong Kong (EdUHK) is a publicly funded university, dedicated to the advancement of teacher education and related disciplines through a diverse offering of academic, professional and research programmes. Celebrating its 30th anniversary in 2014, the University aspires to become a leading university in the Asia Pacific region and beyond, with a focus on educational and multidisciplinary research, development and innovation. We are committed to nurturing outstanding and caring educators and professionals as well as enhancing the impact of scholarship.

The University has an academic/teaching staff strength of about 450 and total student headcount of about 11,000. It has a Graduate School and three Faculties, namely, Faculty of Education and Human Development, Faculty of Humanities, and Faculty of Liberal Arts and Social Sciences, comprising 15 academic departments, as well as a number of University-level research centres and Faculty-level research and professional development centres and academies. For more information about the University, please visit <http://www.eduhk.hk>.

We are looking for suitable candidate(s) to fill the following position(s). If you are excited by the prospect of contributing your expertise to the development of a leading university at the heart of Asia Pacific region and beyond, we would like to hear from you.

**Project Manager/ Assistant Project Manager (Ref: 2400808)
Department of Cultural and Creative Arts**

The appointee will assist the Principal Investigator in overseeing various special projects. He/She will be responsible for overseeing the execution, management and administrative functions of the initiatives, ensuring the smooth operation of various strategic initiatives and projects, functions and events. He/She will liaise with key internal and external stakeholders. He/She will be responsible for the curation and operation of Art Exhibition and promotional planning in the projects. The appointee will perform other duties as assigned by the Principal Investigator. Working off-campus may be required.

Applicants should have a recognized University degree, preferably a master's degree in Art, Design or related discipline, with at least 10 years working and managerial experience in Art or Exhibition. The applicants should demonstrate leadership and coordination skills to design and manage projects in team settings, experience in staff supervision, conflict resolution. High proficiency in written and spoken English and Chinese (including Cantonese and Putonghua), attentive to details, highly self-motivated and have strong communication and organisation skills are required.

Applicants with less experience will be considered for the post of Assistant Project Manager.

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 15% / 10% of the basic salary), leave, medical and dental benefits, and, where applicable, housing benefits.

The University only accepts and considers applications submitted online for the posts. Applicants should complete the [online application form](#) and upload a full CV on or before **6 August 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>.

EdUHK is an Equal Opportunities Employer.

