

Assistant Project Manager (Ref: 2400960)
National Security and Legal Education Research Centre

The appointee will assist the Centre Director in overseeing various projects and managing strategic initiatives and developments in a senior role. They will also be responsible for developing comprehensive event initiative plans, including content, execution plan, timelines, and resource requirements; organizing talks, seminars and conferences for the projects; preparing and reviewing the documents; working closely and smoothly with relevant internal and external units; monitoring and evaluating the progress and effectiveness of the project; supporting a wide range of executive duties, including strategically managing confidential data and information; and undertaking any other job-related duties as required by the Centre director. The appointment will be for a period of 2 years.

Applicants should have a bachelor's degree, preferably with a law-related postgraduate degree, and at least 7 years of relevant full-time management experience at educational institutions. They should have a high level of proficiency in both written English and Chinese and be able to speak Putonghua and Cantonese. Applicants should have strong planning, organizational, problem-solving, communication, and coordination skills to manage projects. They should also be attentive to detail, self-motivated, and able to work independently and under pressure with good time management 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 **16 September 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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