

**Project Officer (Ref: 2400848)
Institute of Special Needs and Inclusive Education**

Project Title: Inclusive Employment Programme for Persons with Disabilities

The Institute of Special Needs and Inclusive Education on (ISNIE) is seeking a highly motivated and dedicated person to support the project planning and administration in the area of special education. The appointee will be responsible for providing administrative support to administrative support to education-related projects, academic programme, and daily programme operations of the Institute. Other duties include providing secretarial support to project and meetings; writing reports and proposals; liaising with programme personnel, students and external bodies; carrying out general administrative duties such as arranging meetings/events/visits/academic activities, system work and office management; and performing. The initial appointment will be for a period of 24 months.

Applicants should have a Bachelor's degree with several years of post-qualification working experience. He/she should also have good knowledge in computer applications, proficiency in both spoken and written English and Chinese. He/she should be self-motivated and be able to work independently as well as in a team.

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 **19 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.

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

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