

Project Officer (Ref: 2400904)

The Joseph Lau Luen Hung Charitable Trust Asia Pacific Centre for Leadership and Change

The appointee will assist a school principal preparation programme and related courses commissioned by the Education Bureau.

The appointee will report to and assist the programme coordinator in implementing off-campus and on-campus learning events, handling procurement procedures, designing and producing project learning and promotion materials, liaising with programme participants as well as related internal and external stakeholders, supervising student helpers, providing secretarial support for programme meetings, preparing draft final project reports and performing other duties as assigned by the programme coordinator. The initial appointment will be for a period of 1 year, depending on the appointee's qualifications and experience, and with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's degree with several years of post-qualification work experience, preferably in tertiary institutions. They should also have high proficiency in both written and spoken English and Cantonese and good interpersonal, organizational and leadership skills. They should be proactive team players, attentive to details, and self-motivated. Those with experience in professional programme management and who are immediately available are preferred.

For more information on the Centre, please visit this website: <http://www.eduhk.hk/apclc>.

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical 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 **11 October 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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