

Assistant Project Manager (Ref: 2401078) School Partnership and Field Experience Office

The appointee will assist in overseeing various projects and schemes related to the strategic developments of Field Experience (FE), provide comprehensive support to students in FE, liaise with schools/stakeholders, and build effective networks to facilitate the University's development in school/community partnership. He/She is required to assist the Office in initiating and coordinating pilot schemes, projects, marketing plans, professional and networking activities, large-scale events, and conferences to support the FE curriculum development and foster a close relationship with the school and community partners and stakeholders in Hong Kong and beyond; assist in developing and implementing activities for promoting teachers' professional ethics and professionalism in the workplace; work on various projects in communicating and liaising with schools/organizations; provide secretariat services to committees and work groups; prepare reports and proposals; and perform any other duties as assigned by the supervising officer(s) and Director of School Partnership and Field Experience. The appointee may be required to work outside normal office hours.

Applicants should have a Bachelor's degree with substantial post-qualification working experience at the executive level, preferably in the tertiary education sector or schools. Applicants who possess a relevant professional teaching certificate, such as a PGDE or Qualified Teacher Status (QTS) recognized by Hong Kong Education Bureau or an equivalent qualification, are highly preferred. They should demonstrate strong multi-tasking ability and organizational skills, a proactive working attitude, and be detail-minded. They should also have an excellent command of written and spoken English and Chinese (including Putonghua). A high level of computer literacy is expected. They should also have excellent interpersonal and communication skills and the ability to work independently and under pressure. Shortlisted candidates will be invited to attend an interview and/or written test.

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 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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