

Assistant Project Manager (Ref: 2401051)
Department of Special Education and Counselling

The appointee will be appointed to work on Second Phase of the Jockey Club Diversity Project aiming at providing training courses and learning support guidance to in-service school teachers on catering for students with special educational needs in HK Kong primary and secondary schools. He/She will report to the Project Coordinator and his delegate(s). He/She will be responsible for coordinating the reports and performing any other duties as assigned. The appointment will be for a period of around 2 years with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's Degree with at least 7 years of relevant post-qualification experience. Knowledge and working experience in managing and implementing JC and/or EDB commissioned tender projects will be an edge. He/She should be a good team leader, attentive to details, highly motivated and able to work under pressure.

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 **17 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/jobsoff/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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