

Assistant Project Manager (Ref: 2401326)
Department of Special Education and Counselling

The appointee will be responsible for providing administrative support for “Provision of Services for the Basic, Advanced and/or Thematic Courses for Teacher Professional Development on Catering for Students with Special Educational Needs for the 2024/25, 2025/26 and 2026/27 School Years” and report to the Programme Coordinator and his/her delegate(s). He/she will be responsible for supporting the Programme Coordinator in planning, coordinating and implementing the whole programme, staff supervision, overseeing programme budget, conducting office management, preparing reports and performing any other duties as assigned. Depending on the programme needs, the appointee may be required to work in various campuses (Tai Po, Tseung Kwan O and North Point) and/or other venue(s) scattered in Hong Kong. The appointees are expected to commence the employment as soon as possible.

Applicants should have a Bachelor’s degree, preferably in psychology, special education, or related field, with at least 7 years of relevant post-qualification administrative experience in tertiary institutions and 4 years of concrete management/supervisory-level experience. Knowledge and working experience in managing and implementing EDB-commissioned tender projects in local tertiary institutions will be an edge. They should be proficient in written and spoken English and Chinese. They should also be a good team leader, attentive to details, self-motivated and able to work under pressure independently or in a team to deliver quality work under tight deadlines/unexpected situations. A good track record of project/programme management, policy/guideline/workflow formulation and implementation, office and staff management for a sizable team will be an advantage. Experience in managing e-learning platform or advanced knowledge/experience in IT technology is an added advantage.

For information on the Department, please visit this website: <http://www.eduhk.hk/sec>

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 **2 December 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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