

Project Officer (Ref: 2401316)
Department of Curriculum and Instruction

The appointee will be responsible for providing executive support to the Department in academic programme development and administration; managing student admissions; handling student and scholarship matters; assisting in organizing student learning activities and programme events; liaising with students and different parties about programme related meetings/activities/events; serving as a secretary to committees/ meetings/ working groups; liaising with internal and external members for programme development; and carrying out any other duties as assigned by supervising officer(s).

Applicants should have a Bachelor's degree with several years of relevant post-qualification fulltime working experience, preferably in education or tertiary institutions. High proficiency in both written and spoken English and Chinese is essential (fluency in Putonghua would be an advantage). Applicants should possess strong organizational, communication, problem-solving skills, as well as a proficient level of IT skills, including MS Office and Chinese word processing. They should be self-motivated, a team player, and exhibit a strong sense of responsibility, with the ability to prioritize multiple tasks to meet deadlines, work independently, and perform under pressure.

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 **5 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. 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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