

Project Officer (Ref: 2401430)
Department of Curriculum and Instruction

The appointee will be responsible for a full range of administrative duties relating to the management of academic programmes, student activities, marketing and promotion, and departmental activities. He/she will be required to provide secretarial and executive support to committees, new academic programme development, programme validation/review exercise. He/she will also be responsible for supporting quality assurance activities, compiling operation/guidelines, writing reports, translating document, supervising junior staff and performing any other relevant duties as assigned by supervisor(s). The initial appointment will be for a period of 24 months. Re-appointment thereafter is subject to mutual agreement.

Applicants should have a Bachelor's degree with several years of post-qualification working experience in tertiary institutions. Applicants should be highly proficient in both English and Chinese (Cantonese and Putonghua). They should have strong communication, interpersonal, writing, research and administrative and organizing skills. They should be good team players, attentive to details, highly self-motivated and able to work 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 **26 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/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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