

Founded in 1994 and awarded the University title in 2016, The Education University of Hong Kong (EdUHK) is a publicly funded university, dedicated to the advancement of teacher education and related disciplines through a diverse offering of academic, professional and research programmes. The University aspires to become a leading university in the Asia Pacific region and beyond, with a focus on educational and multidisciplinary research, development and innovation. We are committed to nurturing outstanding and caring educators and professionals as well as enhancing the impact of scholarship.

The University has an academic/teaching staff strength of about 450 and total student headcount of about 11,000. It has a Graduate School and three Faculties, namely, Faculty of Education and Human Development, Faculty of Humanities, and Faculty of Liberal Arts and Social Sciences, comprising 15 academic departments, as well as two Academies, Academy for Educational Development and Innovation and Academy for Applied Policy Studies and Education Futures, a number of University-level research centres and Faculty-level research and professional development centres. For more information about the University, please visit <http://www.eduhk.hk>.

We are looking for suitable candidate(s) to fill the following position(s). If you are excited by the prospect of contributing your expertise to the development of a leading university at the heart of Asia Pacific region and beyond, we would like to hear from you.

Project Manager / Assistant Project Manager (2 posts) (Ref: 2400860) School Partnership and Field Experience Office

The appointees will be responsible for providing professional leadership in organizing and supervising various projects and schemes in the Office, including Field Experience (FE) & Internship; Teachers' Professional Ethics Education; Cultural and Moral Education; as well as Educational Development in Mainland China. He/she should also initiate and coordinate professional and networking activities for the promotion of the school and community partnership strategically; working collaboratively with local, regional, national and worldwide partners to support FE, internship and other community engagement-related activities; building up sustainable professional learning communities in education, liaising with stakeholders internally and externally; supporting courses development, especially on teacher professional ethics and education in the Mainland China, and its implementation, evaluation, and ongoing quality enhancement. The appointee is also expected to plan and implement large-scale events and conferences to promote school and community partnerships, teacher professional ethics and professionalism. Other duties will include overseeing the documentation of FE special cases and performing other functions as assigned by supervising officers. The initial appointment will be for a period of 24 months.

Applicants should have a recognized degree, with at least 12 years of post-qualification full-time working experience, preferably at the senior management level at a local school, with experiences in school partnership, teacher development, and innovative educational projects in teacher professional development as well as strong connections in the Mainland China. They should have a good understanding of the Chinese culture and values, the Hong Kong education system, and the local context with a strong connection to the education sectors in Hong Kong. They should be good team players and highly independent administrative leaders with strong communication, interpersonal, and organization skills, interacting with a diverse range of staff, both within the University and externally. Applicants should also have high proficiency in both English and Chinese languages (including Putonghua) as well as digital competency. Knowledge of educational development in the Mainland China will be an advantage. They may be required to work outside office hours. Applicants with less experience will be considered for the post of Assistant Project Manager. 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 15% / 10% of the basic salary), leave, medical and dental benefits, and, where applicable, housing 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. **Review of applications will start from 18 February 2025, and will continue until the post is filled.** 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/jobopp/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.

EdUHK is an Equal Opportunities Employer.