

**Project Officer (Ref: 2500180)**  
**Department of Early Childhood Education**

The appointee will be responsible for providing strategic support to the engagement with international community, tertiary institutions in overseas countries and regions for the Department of Early Childhood Education.

He/She will be responsible for planning and implementing strategies to promote engagement activities, including daily marketing, programme promotion, outreach activities, creating engaging and informative content for social media platforms to showcase the internationalization efforts of the Department, and providing other administrative support and duties as assigned by the supervisor.

As a team player, he/she will also be expected to manage vendors and service providers to ensure high quality output for publicity materials; to produce compelling content in written format for the use in multiple communication channels, including publication, websites and social media platforms; to organize international conferences and seminars, academic talks/activities, and social media campaigns; and to communicating regularly with international collaborators and academics. The initial appointment will be for a period of 2 years with the possibility of renewal subject to mutual agreement.

Applicants should have a bachelor's degree or above in Marketing, Translation, Education or a related discipline, with several years of post-qualification full-time work experience, preferably in tertiary institutions. Applicants should also be highly proficiency in English; strong communication, writing, editing and project management skills; be proactive, innovative, and able to work under pressure. Prior experience in event management, social media management, particularly on platforms such as LinkedIn and X, or promoting academic programmes and tertiary institutions will be an advantage. Familiar with overseas tertiary institutions is also an advantage. Immediate availability is preferred.

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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. **Review of applications will start from 21 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/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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