

Project Officer (Ref: 2500227)
Academy for Educational Development and Innovation

The appointee will be responsible for providing the Academy with a wide range of support in projects and programs, particularly on new initiatives with the Academy's partner institutions in Mainland China.

The appointee will be responsible for implementation and administrative support for inter-institutional projects such as academic collaboration, outreach programmes, visits, events, training, and conferences. He/she will take up the role of communication between partner institutions, vendors, and participants. The appointee will also be required to work closely with internal and external parties in discharging the responsibilities and to perform other duties as assigned by the project supervisors.

Applicants should have a Bachelor's degree and several years of relevant full-time post-qualification work experience. They should be self-motivated, responsible, organized, and proficient in written and spoken English and Chinese (both Cantonese and Putonghua). Experience in coordinating projects with universities/organisations in Mainland China will be an advantage. Working outside office hours and Hong Kong may occasionally be required. The appointment will be for a period of 2 years.

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 **4 March 2025**. 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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