

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 (Ref: 2500259) Office of the President

We are seeking a highly skilled and experienced International Conference and Strategic Initiatives Coordinator to support the President and the presidential team in overseeing international conferences and managing strategic projects. This role is pivotal in advancing the University's strategic priorities by fostering collaborations and networks in Hong Kong, the Greater Bay Area, the region, and beyond.

Key Responsibilities:

- Assist the President and the presidential team in managing and overseeing various international conferences, ensuring seamless execution, financial management, and administration.
- Collaborate with internal organizers at departmental and faculty levels, as well as external stakeholders, to enhance the impact of conferences.
- Liaise with Senior Management, the Communications Office, and other project team members to promote conferences and sustain their impact.
- Support the development and enhancement of collaborations and networks in Hong Kong, the Greater Bay Area, and beyond.
- Prepare reports and presentations to facilitate evidence-based analysis and recommendations concerning strategic initiatives.

Qualifications:

- Bachelor's degree, preferably a Master's degree, in Education, Business and Management, or a related discipline.
- Substantial years of post-qualification experience in project management, with a strong emphasis on organizing academic conferences.
- Experience in educational research or social research is highly desirable.
- Strong leadership and coordination skills to effectively manage projects in team settings.
- Proven experience in conflict resolution and handling confidential matters tactfully.
- Ability to synthesize extensive data into clear, persuasive reports and presentations.
- Strong presentation and negotiation skills to liaise with internal and external stakeholders.
- High proficiency in written and spoken English and Chinese (including Cantonese and Putonghua).

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% 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 17 March 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. 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.