

**Educational Development Officer (Ref: 2500461)**  
**Artificial Intelligence and Digital Competency Education Centre**

The appointee will be responsible for supporting curriculum development and conference organisation to an education project. Duties include developing, refining and translating learning and teaching materials for senior primary school students, offering supports in professional development courses for teachers, providing logistics support in organising conference, and liaising with internal and external parties. He/she will be expected to carry out other duties as assigned by the Project Director. The appointment will be for a period of around 4 months.

Applicants should have a Bachelor's Degree, preferably in Educational Technology, Education, Psychology, Social Sciences or related disciplines, with at least two years' post-qualification full-time working experience. Experience in developing and teaching programming language or conference organisation will be an advantage. Applicants should be proficient in both English and Chinese (fluent in spoken Cantonese is a must); attentive to details; and with good interpersonal and communication skills. They should be self-motivated and able to work as a team member. Immediate availability is preferred.

For further enquiries about the post, please contact Miss Vera Chan at [meikichan@eduhk.hk](mailto:meikichan@eduhk.hk).

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Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical 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 **1 May 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.

Further information about the University is available at <http://www.eduhk.hk>.

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