The Institute invites applications for the following posts in a Research Centre:

1. **Project Officer / Project Assistant (Computer Support)**
   (Ref: PO_PA_CS/RCLIS/0310)

   The appointee will be responsible for maintaining development and renovating design of an interactive online system for querying, profiling and analyzing very large Chinese corpus materials, and for the support of natural language processing, including alignment of bilingual parallel texts, and development of language games. He/She will also be expected to oversee the technical support of the research centre, and to supervise junior staff.

   Applicants should possess a recognized degree, preferably in Computer Engineering or related disciplines, or equivalent; at least five years’ post-qualification experience; demonstrated knowledge and experience in research and engineering projects in the field of computational linguistics, experience in documentation preparation such as proposals and reports, and project management; high proficiency in using MS Office and familiarity with software such as MS Project, Dreamweaver. Strong English and Chinese language communication skills; and an ability to work in a variety of situations will be an advantage. Applicants with less experience may be considered for the post of Project Assistant.

2. **Project Officer / Project Assistant (Linguistics)**
   (Ref: PO_PA_L/RCLIS/0310)

   The appointee will be responsible for assisting and supporting academic research involving the collection and processing of large scale Chinese corpus material, relevant to studies of contemporary and classical Chinese in the pan-Chinese context, and should be able to contribute to their linguistic analysis under supervision, as well as support related natural language engineering applications in a team setting.

   Applicants should possess a recognized degree, preferably in Chinese or related disciplines, or equivalent; at least five years’ post-qualification experience in corpus linguistic research; demonstrated success in supporting quantitative and qualitative research on Chinese language, and in the management of junior staff; strong spoken and written Chinese communication skills and in documentation preparation. Prior experience in editorial work in news media and high proficiency in MS Word, Powerpoint, Excel and software such as MySQL, and in project supervision will be an advantage. Applicants with less experience may be considered for the post of Project Assistant.

3. **Clerical Officer**
   (Ref: CO/RCLIS/0310)

   The appointee will be responsible for general clerical and administrative duties for the research centre, providing administrative support to programme implementation such as budget and monitoring accounting, staff research, academic activities and conferences, and general office administration.

   Applicants should possess Grade E (level 2) or above in at least 5 subjects including Chinese, English (Syllabus B) and Mathematics in the Hong Kong Certificate of Education Examination or equivalent; be proficient in English and Chinese and have good knowledge of computer applications. He/She should be self-motivated and able to work independently with good interpersonal and communication skills.
Salary will be commensurate with the qualifications and experience.

Initial appointment will be made on a fixed-term gratuity-bearing contract. Fringe benefits include leave, medical and dental benefits.

Application forms can be obtained from (a) http://www.ied.edu.hk/hro/applyfor.htm; (b) the Human Resources Office, 3/F, Administration Building, The Hong Kong Institute of Education, 10 Lo Ping Road, Tai Po, New Territories, Hong Kong; or (c) Town Centre, Level 2, The Long Beach, 8 Hoi Fai Road, Tai Kok Tsui, Kowloon, Hong Kong. The completed application form, together with full curriculum vitae, should be sent to the Human Resources Office by email to hro@ied.edu.hk or by fax to (852) 2948 6005 or by post on or before 20 March 2010. Please quote the reference number of the position in the application and mark “Strictly Confidential – Job Application” on the envelope.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted.

Further information about the Institute is available at http://www.ied.edu.hk

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