Project Assistant (Ref: ProjA/CSCT/1210)
Centre for Development and Research in Small Class Teaching

The appointee will be responsible for assisting and providing support to the Project Leader in organizing and coordinating the school development project on small class teaching in primary education. The appointment will be for a period of 15 months, with the possibility of renewal subject to mutual agreement.

Applicants should have a recognized degree, and be highly proficient in spoken and written Chinese and English. Good organization, communication and interpersonal skills are also required. Preference will be given to candidates with research and development experience in higher education institutes or schools; hands-on experience in desktop publishing; practical experience in organizing school liaison and inter-school activities; and familiarity with software application in webpage design, video production and publication.

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

Application Forms are obtainable 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) the Town Centre, Level 2, The Long Beach, 8 Hoi Fai Road, Tai Kok Tsui, Kowloon, Hong Kong. The completed Application Form, together with full CV, 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 14 January 2011. 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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