Research Assistant (Ref: RA/SES/1109)
Department of Science and Environmental Studies

The appointee will be responsible for managing projects, organizing meetings / seminars, collecting and analyzing data, undertaking literature reviews, and consolidating material for reports. The appointment will be made initially for 6 months, with a possibility of renewal subject to mutual agreement.

Applicants should possess a recognized degree preferably in Science or Environmental-related field; proficiency in written and spoken English and Chinese; and knowledge and skills in using windows applications. Preference will be given to applicants with good analytical skills and relevant working experience.

Salary will be commensurate with the qualifications and experience of the appointee with leave and outpatient medical benefits provided as appropriate.

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 21 November 2009. 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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