Senior Research Assistant (Ref: SRA/CECRD/1109)
Centre for Early Childhood Research and Development

The appointee will provide assistance in the Research Unit of the Centre. He/She will be responsible for performing research related activities and administrative duties including providing secretarial support, writing reports, editing journals, organizing seminars and conferences, and other duties as assigned by supervisors.

Applicants should possess a master’s degree or an advanced qualification in Early Childhood Education or related discipline with proven experience in undertaking research projects; strong ICT skills; hands-on knowledge of quantitative and qualitative data collection and analyses; high interpersonal, organizational and communication skills.

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 28 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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