

Project Assistant (Ref: ProjA/SEC/1120a)
Department of Special Education and Counselling

In support of the Government's Job Creation Scheme under the Anti-epidemic Fund 2.0, The Education University of Hong Kong has recently created over 40 positions covering a wide range of job functions and levels. This is in response to the difficult labour market situation in the wake of the pandemic, with an aim of providing employment opportunities for those with different skill sets, qualifications and years of experience. Applications are invited for the captioned position.

The appointee will be assigned to projects related to supporting students and families in inclusive and special education; duties may include conducting research; analyzing data; drafting replies to enquiries and correspondence; drafting project reports; liaising with internal and external stakeholders for different activities/events; providing logistics support to meetings/activities/events; assisting in project planning and development; and perform any other duties as required by the supervisor(s). The appointment will be for a period up to 11 months.

Applicants should have a Bachelor's degree in education, social work or a related discipline, with good interpersonal and communication skills. They should have the ability to work independently and under pressure, and be a good team player. Applicants should also be proficient in both English and Chinese (including Putonghua) and literate in computer applications.

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

Application Forms are obtainable from (a) <http://www.eduhk.hk/hro/applyfor.htm>; or (b) the Human Resources Office, 3/F, Cho Kwai Chee Foundation Building, The Education University of Hong Kong, 10 Lo Ping Road, Tai Po, New Territories, Hong Kong. The completed Application Form, together with full CV, should be sent to the Human Resources Office by email to hro1@eduhk.hk or by post to the above address on or before **9 December 2020**. Please quote the reference number of the position in the application and mark "Strictly Confidential – Job Application" on the envelope. 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/jobsoff/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. Since the incumbent may engage in work relating to students in schools, prospective employee(s) may be requested to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

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

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