

Project Officer (Ref: 2100045)
Department of Social Sciences

The appointee will work in an interdisciplinary team to provide administrative support to a project related to environmental sciences. He/she will be responsible for project coordination, report preparation, activity/course material preparation and other duties as assigned. The appointment will be for a period of approximately 12 months, with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's Degree in Sciences, Environmental Studies or related discipline. They should have several years of post-qualification working experience, preferably in project management and a good command of both spoken and written English and Chinese. Applicants should also be highly self-motivated and able to work under pressure. Applicants with administrative experience will be an advantage.

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

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV on or before **9 March 2021**. 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/jobsopp/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.

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

EdUHK is an Equal Opportunities Employer.