

Founded in 1994 and awarded the University title in 2016, The Education University of Hong Kong (EdUHK) is a publicly funded university, dedicated to the advancement of learning and teaching through a diverse offering of academic and research programmes up to doctoral level in teacher education and complementary disciplines, such as the social sciences and humanities. The University aspires to further enhance its role as a leading university in the Asia Pacific region and beyond, with a focus on educational research, development and innovation, and recognized for its excellence in nurturing outstanding and caring professionals as well as the impact of scholarship.

The University has an academic/teaching staff strength of about 450 and total student headcount of about 11,000. It has a Graduate School and three Faculties, namely, Faculty of Education and Human Development, Faculty of Humanities, and Faculty of Liberal Arts and Social Sciences, comprising 16 academic departments, as well as various University-level and Faculty-level research and professional development centres. For more information about the University, please visit <http://www.eduhk.hk>.

We are looking for suitable candidate(s) to fill the following position(s). If you are excited by the prospect of contributing your expertise to the development of a leading university at the heart of Asia Pacific region and beyond, we would like to hear from you

**Centre Manager / Deputy Centre Manager (Holding a substantive rank of Project Manager / Assistant Project Manager) (Full-time / Part-time) (Ref: 2100085)
Centre for Religious and Spirituality Education**

The appointee will report to the Director of Centre for Religious and Spirituality Education (CRSE) and his delegate(s). He/ She will be responsible for the

- Planning, implementation and evaluation of projects under the purview of CRSE's four existing clusters: (A) Religious and Spirituality Education, (B) Life and Values Education, (C) Culture and Moral Education; (D) Life-long Learning and Holistic Education;
- Coordination of large-scale project(s) under the above clusters and reporting to the management as well as the funders;
- Provision of guidance, direction, and support to the entire service team. Some direct services such as hosting workshops and seminars, developing curriculum packages, and delivering school support services under the above clusters may be required;
- Development of research and knowledge transfer projects under the above clusters;
- Construction and maintenance of Professional Learning Community and establish school / professional networking;
- Overseeing of Centre administration, including finance, human resources and committee works etc.; and
- Any other duties as assigned by the Director of the Centre or his delegate(s).

Applicants should (a) have a Bachelor's Degree, preferably in an area related to Hong Kong Primary and/or Secondary Education, and/or with a PGDE from a Hong Kong tertiary institution, or equivalent; (b) preferably have twelve years' post-qualification work experience; (c) be innovative, eager to excel, willing to go an extra mile to achieve objectives and a good team-worker; (d) have good communication, presentation, and negotiation skills; (e) be pleasant, presentable, and proactive, and must be able to formulate / implement plans independently and work under pressure; (f) have an excellent command of written and spoken language in both English and Chinese; and (g) partnership experiences with schools and NGOs. Preference will be given to candidates with substantial school management experiences (such as holder of SGM / PGM / Pr II or I / SPSM / HM II or I as well as leadership positions in higher education institutions, etc.) or senior administrative position in tertiary institutions. Candidates with less experience will be considered for the post of Assistant Project Manager. Part-time appointment may also be considered for qualify candidate. The initial appointment will be up to a period of 24 months, with the possibility of renewal subject to mutual agreement, funding, and performance.

Shortlisted candidates may be invited to sit for a written test.

Salary will be commensurate with qualifications and experience.

For a contract period of 24 months: Appointment will be made on a fixed-term contract. Fringe benefits include contract-end gratuity, leave, medical and dental benefits, and where applicable, housing benefits.

For a contract period less than 24 months: 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 (i) a full CV and (ii) a completed Declaration of Criminal Conviction Record (which is obtainable from <https://www.eduhk.hk/irecruit/view.php?secid=54014>). **Review of applications will start from 9 April 2021, and will continue until the post is filled.** Applications which are incomplete or without the required documents may not be considered. 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. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

EdUHK is an Equal Opportunities Employer.

