

Project Officer (Ref: 2100433)
Department of Special Education and Counselling

The appointee will be appointed to work on an EDB commissioned project aiming at providing training courses to the Special Educational Needs Coordinators (SENCO) in Hong Kong schools. He/she will report to the Programme Coordinator and his delegate(s) providing general administrative support to the programme implementation and course administration. The appointee may be requested to work at Tai Po and Tseung Kwan O campus. It is also expected that the appointee will support any outreach activities and conferences under this project. S/he will also be required to perform any other duties as assigned. The appointment will be for a period of around 39 months.

Applicants should have a Bachelor's Degree with at least 3 years of relevant post-qualification experience. Knowledge and working experience in managing and implementing EDB commissioned tender projects in local tertiary institutions will be an edge. The appointee should have high proficiency in both English and Chinese (including Putonghua and Cantonese), high level of computer literacy, and be self-motivated, can work as a team player, attentive to details and be able to work under pressure.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include contract-end gratuity, leave, medical and dental 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 **23 September 2021**. 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.

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

EdUHK is an Equal Opportunities Employer.