

Project Officer/ Project Assistant (Ref: 2100576)
Department of English Language Education

Applications are invited for appointment as a Project Officer/Project Assistant in the Department of English Language Education. He/she will provide one-stop services for a wide range of administration duties of a multifaceted and large-scale project in the area of English Language Education, such as liaison, coordinating with different units at the University, promotion and registration, marketing, coordination of events, preparing for reports and proposals, and perform any other duties as assigned.

Applicants should have a Bachelor's Degree with several years of relevant post-qualification working experience. He/she should have strong interpersonal, writing and administrative skills. Excellent ability to communicate in both English and Chinese is required. He/she should also be a good team leader, attentive to details, highly self-motivated and able to work under pressure. Preference will be given to applicants with administrative working experience in local tertiary education institutions, and understanding as well as experiences in the field of English Language and Education. Applicants with less experience will be considered for the post of Project Assistant.

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. **Review of applications will start from 12 November 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.

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

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