

**Project Officer/ Project Assistant (Ref: 2100332)
Centre for Religious and Spirituality Education**

The appointee will mainly provide support to the planning, executive and evaluation of knowledge transfer and research projects in the area of Life, Moral and Values Education; and/or Religious and Spiritual Education; and/or Chinese Culture and Values Education. Other duties include assisting in liaison with potential donators and other stakeholders; providing logistic support to the Centre academic, teaching and professional events and activities; providing administrative support to the Centre, such as management of databases, maintenance of IT and AV system; and performing any other duties as assigned by the Centre Director or his delegate. The appointment will be a period of 12 months with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's Degree with not less than 4 years of post-qualification working experience, preferably with relevant teaching experiences in schools and/or with a Qualified Teacher Status and/or a Registered social worker. He/she should have good interpersonal skills; have high proficiency in Chinese and English. Experiences in Values Education, Positive Education and STEM Education related development projects will be preferred. Applicants who have less relevant post-qualification 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 on or before **1 December 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/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'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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