

Project Assistant (Ref: 2100609)
Centre for Child and Family Science

The appointee will assist in a cross-institution project sponsored by The Hong Kong Jockey Club Charities Trust, seeking to promote holistic development of non-Chinese speaking (NCS) children through culturally responsive practices in local kindergartens. EdUHK will focus on building the capacity of educators, teaching assistants, and school leaders, empowering them to help NCS children learn more effectively in school and at home.

The appointee will be responsible for a wide range of secretarial and administrative duties, such as preparing documents, taking minutes, liaising with schools, keeping track of financial expenses, coordinating meetings and activities, helping with events, and exchanging information with both internal and external parties. The applicant will also work closely with other teammates in developing lesson plans, teaching aids, and multimedia materials to promote the learning of NCS and Chinese-speaking children. The appointment period can be up to 2 years, depending on the appointee's qualifications and experience.

Applicants should have a Bachelor's Degree and some experience of supporting the operation of a project. Applicants should be attentive to details, self-motivated, and able to work under pressure. High proficiency in both written and spoken English and Chinese, and good interpersonal and organizational skills are advantages.

Salary will be commensurate with qualifications and experience.

For a contract period less than 2 years: Fringe benefits include leave and outpatient medical benefits.

For a 2-year contract: Appointment will be made on a fixed-term gratuity-bearing contract. Fringe benefits include 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 **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/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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