

Project Officer (Ref: 2100608)
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 design and produce multimedia materials including articles, newsletters, booklets, storybooks, videos, games, songs, and other products, in efforts to engage NCS children as well as their parents in theory-based, educational activities. Moreover, the appointee will organize public events and community campaigns to raise public awareness of the needs of NCS children and families. The appointee will also liaise with internal and external stakeholders and provide administrative support to different parties. The appointment period can be up to 2 years, depending on the appointee's qualifications and experience.

Applicants should have a Bachelor's Degree in media, communication, journalism, or related disciplines, plus several years of post-qualification work experience in community or parent education, preferably in a tertiary institution. Moreover, applicants should be able to manage social media and use common media software, such as Adobe Premiere, Adobe Illustrator, and Adobe Photoshop. Applicants should also be collaborative, attentive to details, self-motivated, and able to work under pressure. New initiatives and innovative ideas are treasured, 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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