

Founded in 1994 and awarded the University title in 2016, The Education University of Hong Kong (EdUHK) is a publicly funded university, dedicated to the advancement of learning and teaching through a diverse offering of academic and research programmes up to doctoral level in teacher education and complementary disciplines, such as the social sciences and humanities. The University aspires to further enhance its role as a leading university in the Asia Pacific region and beyond, with a focus on educational research, development and innovation, and recognized for its excellence in nurturing outstanding and caring professionals as well as the impact of scholarship.

The University has an academic/teaching staff strength of about 450 and total student headcount of about 11,000. It has a Graduate School and three Faculties, namely, Faculty of Education and Human Development, Faculty of Humanities, and Faculty of Liberal Arts and Social Sciences, comprising 16 academic departments, as well as various University-level and Faculty-level research and professional development centres. For more information about the University, please visit <http://www.eduhk.hk>.

We are looking for suitable candidate(s) to fill the following position(s). If you are excited by the prospect of contributing your expertise to the development of a leading university at the heart of Asia Pacific region and beyond, we would like to hear from you.

Project Manager (Ref: 2100605) 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 should be a high calibre and experienced person that plays a professional leading role in the project team. He/She will be responsible for assisting the development and implementation of professional development programmes for teachers and school leaders, crafting strategies and developing quality resources that promote culturally responsive practices in kindergarten settings, advising and supporting network schools to build up sustainable professional learning communities, liaising with stakeholders internally and externally, coordinating and working flexibly with cross-disciplinary team members to achieve project objectives. He/she will also oversee the finance and day-to-day operations of the project, prepare various types of papers, supervise project staff, and perform other duties as assigned from time to time. The initial appointment will be for a period of 24 months, with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's Degree and/or Master's Degree in Social Science or Education, or a related discipline, with around 12 years of post-qualification work experience in schools and/or education-related settings. He/she should also have high proficiency in both written and spoken English and Chinese, excellent interpersonal, organizational and leadership skills. They should be good team players, attentive to details, self-motivated, and able to work under pressure. Those with substantial experience in developing educational programmes, providing school support services, or supporting NCS children in kindergartens will have a distinct advantage. Candidates with less experience may be considered for the post of Assistant Project Manager.

For more details about this position, please contact Professor Kevin Chung by email: kevin@eduhk.hk.

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, and where applicable, housing 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 6 December 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.

EdUHK is an Equal Opportunities Employer.