

Project Officer (Ref: 2100600) Integrated Centre for Wellbeing

The appointee will be responsible for providing administrative support to various projects and events, including organizing and undertaking drug prevention education activities to pre service teachers. S/he will be responsible for the handling of enquiries and communicating with clients, parents of children with special educational needs (SEN), children and adolescent with SEN, people with mental health problems, and other stakeholders. The appointee will also be responsible for the implementation and development for various projects, providing secretarial and executive support relating to finance and human resources disciplines. The support to the development and running of research studies as well as producing research outputs will be performed. S/he will also provide other duties such as budgeting, supervising supporting staff, student helpers, scheduling meeting, managing of records, conducting research support service and performing other duties as assigned. The appointment will be for a period of around 2 years.

Applicants should have a Bachelor's Degree or above, preferably in psychology / social work / counselling / accounting and finance, or related disciplines, with at least several years' work experiences, preferably at tertiary institutions and social welfare settings. Experiences in project management and coordination are desirable. They should have good interpersonal and communication skills, be a good team member, attentive to details, highly self-motivated and able to work under pressure. They should be proficient in both written and spoken English and Chinese (Cantonese and Putonghua) and familiar with computer software such as Microsoft Office.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include contract-end gratuity, 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 **30 November 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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