

**Project Officer (Ref: 2100671)
Alumni Affairs and Development Office**

In support of the Government's Job Creation Scheme 2.0 under the Anti-epidemic Fund 2.0, The Education University of Hong Kong has recently created over 50 positions covering a wide range of job functions and levels. This is in response to the difficult labour market situation in the wake of the pandemic, with an aim of providing employment opportunities for those with different skill sets, qualifications and years of experience. Applications are invited for the captioned position.

The appointee, working in the Alumni Affairs and Engagement Team, will be assigned to (i) set objectives, design principles, implementation strategy and work plan for the revamp of the websites of the Alumni Affairs and Development Office and The EdUHK Foundation; (ii) adopt design thinking approach to co-create the new websites; (iii) coordinate with various internal and external stakeholders; (iv) migrate existing content to the new websites; (v) manage and deliver the procurement process including market sound out, tendering and contract finalization; (vi) manage and oversee the overall project including the work of the appointed contractor; (vii) work with other team members to plan and execute communication and marketing plan; (viii) support formal meetings; and perform any other duties as assigned. The appointment will be for a period of 1 year.

Applicants should have a recognized degree with several years of relevant post-qualification working experience. They should demonstrate logical thinking, good interpersonal and communication skills; the ability to work cohesively in a team and deliver assignments independently even under pressure; be innovative, eager to learn and respond positively to feedback; and be willing to deliver beyond expectations. Applicants should also be competent in written and spoken English and Chinese (Cantonese and Putonghua); and literate in computer applications including MS Word, Excel and PowerPoint. Multi-tasking and attention to details are essential.

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 **10 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.

Further information about the University is available at <http://www.eduhk.hk>.

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