

Project Officer (Ref: 2100680)
Department of Curriculum and Instruction

The appointee will be responsible for a full range of administrative duties relating to the management of academic programmes, student activities, marketing and promotion, and departmental activities. He/she will be required to provide secretarial and executive support to committees, new academic programme development, programme validation/review exercise. He/she will also be responsible for supporting quality assurance activities, compile operation/guidelines, writing reports, translating documents, supervising junior staff and perform any other relevant duties as assigned by supervisor. The appointee will be responsible for assisting the project leaders in implementing a project funded by the Teaching Development Grant. As a member of a project group, the appointee will be required to provide support on the development and implementation of learning resources using educational technology, liaise with local partnership secondary schools, compile reports and documents, and complete administrative duties related to this project. The appointment will be for a period of around 24 months.

Applicants should have a Bachelor's degree with several years of post-qualification working experience in tertiary institutions. Applicants should be highly proficient in both English and Chinese. They should have strong communication, interpersonal, writing, research and administrative and organizing skills. They should be good team players, attentive to detail, highly self-motivated and able to work under pressure.

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 **21 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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