

Project Assistant (Ref: 2200478)
Department of Education Policy and Leadership

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 will be responsible for assisting in innovating different initiatives of the department, engaging in event coordination as well as information and communication management, and administrative support for projects related to the Department's visibility and engagement initiatives through social and other media platforms. Duties include: preparing research-based publicity and promotional materials, supporting communication with community and entrepreneurial stakeholders, implementing information management strategies, maintaining the Departmental website, and supporting Departmental events and other duties as assigned. The appointment will be for a period of around 12 months.

Applicants should have a Bachelor's Degree, preferably with post-qualification expertise in communication, research or marketing. Experience in software/ technology related to graphic design is preferred. High proficiency in written and verbal both English and Chinese, effective communication and coordination, interpersonal and organisational skills are essential. The successful applicant should be a good team player, able to work independently, and enjoy learning new technological skills and social media engagement.

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. **Review of applications will start from 20 June 2022, 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.

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

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