

Project Officer (Ref: 2200609)
Office of the Vice President (Academic) and Provost

The appointee will provide a wide range of administrative support in relation to the work portfolio under the purview of the Vice President (Academic) and Provost [VP(AC) & Pr]. He/she will support the development, implementation, evaluation and dissemination for various projects and innovative educational initiatives in the Greater Bay Area (GBA) context. He/she will provide secretarial and executive support to committees and meetings, facilitate collaborations and networking activities with different organisations/ experts/ leaders/ practitioners from different fields in Hong Kong and GBA, as well as supporting the planning and organisation of related functions, activities and events. The appointee is expected to work closely with internal and external parties in discharging the responsibilities and to perform other duties as assigned by VP(AC) & Pr and his delegate(s).

Applicants should have a recognised university degree with several years of post-qualification working experience preferably gained in the GBA setting. They should be highly proficient in both English and Chinese (both Cantonese and Putonghua), attentive to details, highly self-motivated and have strong communication and organisation skills. They should be adept at a multi-tasking work environment, be able to work under tight deadlines, and demonstrate the ability to work both independently and as a team.

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 11 July 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/jobsoff/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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