

Project Officer (Ref: 2200758)
Alumni Affairs and Development Office

The appointee, working in the Project Management Team, will be assigned to (a) assist in the formulation of strategies, policies and guidelines in relation to initiatives and donation projects; (b) support supervisors to proactively build relationships and collaborate with different parties to shape, formulate, coordinate and finalise proposals; (c) support supervisors in the project development and proposal preparation process; (d) administer and monitor donation projects and prepare/coordinate relevant progress reports; (e) assist in the development of an online public repository for donation projects; (f) administer and monitor the implementation of project management system; (g) support engagement activities; (h) provide secretarial support to Committees; (i) work with other team members to deliver the strategies and objectives of the Office; and (j) perform any other duties as assigned. The appointment will be for a period of 10 months.

Applicants should have a recognized degree with several years of post-qualification working experience. Experience in fundraising, stewardship and engagement with strategic stakeholders is a definite advantage. They should demonstrate logical thinking, good interpersonal and communication skills, 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 **17 August 2022**. 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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