

Project Officer (Ref: 2200763)
Department of Special Education and Counselling

The appointee will be responsible for providing administrative support for “Provision of Services for the Basic, Advanced and/or Thematic Courses for Teacher Professional Development on Catering for Students with Special Educational Needs for the 2021/2022, 2022/2023 and 2023/2024 School Years”. Major duties include providing programme and secretariat support for face-to-face and/or online classes, liaising with internal and external parties; organizing face-to-face and/ or online events/functions/visits; overseeing development of teaching materials by contractors; system work and office management; and performing any other duties as assigned.

Applicants should have a Bachelor’s degree with several years of post-qualification working experience. He/she should have good knowledge in computer application and proficiency in both spoken and written English and Chinese. He/she should also be self-motivated and able to work independently or as a team member. Experiences in supporting e-learning platform and interest in assisting in video production of teaching content are preferred. PGDE or qualification of Qualified Teacher Status (QTS) recognized by the Education Bureau of Hong Kong or other qualification of equivalence, and/or previous work experience in tertiary education institutions will also be an advantage.

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. **Review of applications will start from 22 August 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. 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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