



香港教育大學
The Education University
of Hong Kong

Project Officer (Ref: 2200968) Department of Chinese Language Studies

The Department aims to become an influential hub for Chinese education in the Greater China region and is now under rapid development and initiatives. He/she will provide one-stop services for administration of projects, such as liaison, promotion and registration, marketing, coordination of events, evaluation, filing and publication, etc. and perform any other duties as assigned by the Department Head. The appointment will be for a period of around 6 months.

Applicants should have a Bachelor's Degree with several years of relevant post-qualification working experience. He/she should have strong interpersonal, writing and administrative skills. Applicants should also be proficient in both English and Chinese, proof of competency in English (e.g HKDSE/HKALE certificate) is necessary. He/she should also be a good team leader, attentive to details, highly self-motivated and able to work under pressure. Preference will be given to who with good understanding and experiences in the field of Chinese Language and Education.

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and out-patient medical benefit.

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 **7 October 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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