

Project Assistant (Ref: 2201124)
Research and Development Office (Knowledge Transfer Sub-Office)

The appointee will be responsible for the provision of dynamic and administration support to the Educational Innovation Leadership Project (EdILP) of the Office. Duties include liaising and working with the related stakeholders of project schools to carry out the necessary research activities with the researchers including compiling data etc.; handling of finance and human resources matters; liaising with internal and external parties; providing secretarial support to committees; assisting in office management and room booking system, preparing promotion materials; maintaining the project website; and performing any other duties as assigned by the Project Director and/or his/her delegates. The appointment will be for a period up to 30 June 2023, with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's Degree with relevant post-qualification working experience. Experience in secondary/primary school teaching, and/or experience in providing administration support for teacher education services should be an advantage. Applicants should possess strong interpersonal, writing and administrative skills; be proficient in both English and Chinese (including Putonghua), in which proof of competency in English (e.g. HKDSE/HKALE certificate) is necessary. They should also be a good team worker, attentive to details, highly self-motivated and able to work under pressure.

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 1 November 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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