

Project Assistant (Holding a functional title of Enterprise Coordinator) (Ref: 2201284) Research and Development Office (Knowledge Transfer Sub-Office)

We are looking for a high caliber candidate to join CLAP@JC (“CLAP”), which has entered its second phase for another five-year and is a project initiated by The Hong Kong Jockey Club Charities Trust and co-created by The Education University of Hong Kong (EdUHK). It focuses on fostering a sustainable ecosystem to facilitate youth with their transition from school to work, enabling them to pursue a fulfilling life through cross sector collaborations in school, community and workplace, under the framework of Hong Kong Benchmarks for Career and Life Development (HKBM).

The appointee will participate in the School-Benchmarks (School-BM) part of the project led by EdUHK and contribute to career and life development (CLD) education among Hong Kong schools, based on the core values and concepts of HKBM. He/She will be responsible for building external connections for schools and supporting ongoing communication; consolidating resources and good practices on school / business partnerships; developing, supporting and maintaining professional networks, collaboration and partnership with business partners and schools; organizing events (e.g. job-tasting programme) to enhance business-school partnership; supporting business engagement with schools, including all the logistics and coordination with the business sectors, the schools and the internal teams; assisting tools and resource development (e.g. publications, webpages, online tools, induction materials, survey) related to school / business partnerships; providing efficient administrative support to the project team and performing any other duties as assigned by the supervisor(s). The appointment will be for a period of 24 months, with the possibility of renewal subject to mutual agreement.

Applicants should possess a Bachelor’s degree with preferably several years of post-qualification working experience, in education institution, NGOs or business management. Experience in account servicing in a B2B environment would be an advantage. They should have good organizational, interpersonal and problem-solving skills; with positive and solutions-oriented attitude and the ability to work under pressure, independently and as a team member.

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 on or before **19 December 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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