

Project Assistant (Ref: 2201257)
Department of Early Childhood Education

Leveraging the successful experience and invaluable learnings in phase one, KeySteps@JC 2.0 has been launched in August 2022 with a mission to enhance children's well-being by establishing community-based children's centres and running kindergarten-based interventions for underprivileged families. The Education University of Hong Kong has joined this multi-party and multidisciplinary project in phase two, and will be endeavoring to children's access to quality educational experiences. This phase will be five years (2022-2027) targeting to cover 70,000 children aged from 3 to 6 and their families in 5 selected districts.

The appointee will provide project management and administrative support to this sizeable project. He/she will be responsible for internal and school liaison, logistics support, outreach educational services in kindergartens/community centers, secretarial assistance to different working groups, preparing reports, and performing general administrative tasks and ad hoc duties as assigned.

Applicants should have a good Bachelor's degree; an excellent command of spoken and written English and Chinese; good knowledge of various computer applications; analytical, organisational and interpersonal skills; self-motivation; and the ability to manage multiple tasks and work under pressure. Relevant work experience in project management and programme administration will be an advantage.

For further enquiries about the post, please contact Ms May Lin at mwmlin@eduhk.hk.

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 12 January 2023, 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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