

**Project Officer (Ref: 2300027)**  
**Department of Early Childhood Education**

The appointee will be responsible for providing programme promotion, research and engagement support to the Department of Early Childhood Education. He/She will be responsible for developing and executing strategies for promoting programmes, research and engagement activities locally and internationally; planning and executing promotion plans of various programmes in the department; producing and compelling content in written and visual formats for use in multiple communication channels, including website, and social media platforms; identifying new opportunities to increase the positive impact of our research and engagement activities; organizing international and local seminars, events, and student study/exchange tours; and other duties as assigned by the supervisor. Occasional travel may be required. The initial appointment will be for a period of 24 months with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's Degree in Translation, Communication, Journalism, Marketing, or a related discipline, with at least 3 years of post-qualification full-time experience in corporate communication; highly proficiency in English and Chinese (including Putonghua); strong communication, writing, and editing skills; proactive, innovative, and able to work under pressure; Prior experience in managing social media, using graphic design software or promoting research projects will be an advantage. Immediate availability is preferred.

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 19 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.

Further information about the University is available at <http://www.eduhk.hk>.

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