

**Project Manager/ Assistant Project Manager (Ref: 2300018)  
Centre for Religious and Spirituality Education**

The appointee will report to the Director of Centre for Religious and Spirituality Education (CRSE). He/she will be responsible for coordinating the projects and reporting to the management as well as the funders. He/she will primarily provide guidance, direction, and support to the entire project team of the educational project working with schools; He/she is expected to provide professional services such as hosting workshops and seminars, developing curriculum packages, delivering school support services and assessment under the projects in the theme of Values Education, Intangible Cultural Heritage Education, curriculum development; He/she will also collaborate with the team members in all the research work and dissemination of the project. He/she will assist in evaluating the project, writing reports and any other duties as assigned by Centre Director or his delegate. The project will be up to 31 October 2024 on a part-time / fractional or full-time basis with the possibility of renewal subject to mutual agreement, funding and performance.

Applicants should have a Bachelor's Degree, preferably a Master's Degree or a Doctoral Degree in Education, with at least 12 years of relevant working experience in school and teacher development, and/or with a PGDE from a Hong Kong tertiary institution, or equivalent. Applicants should have excellent interpersonal, language (written and verbal), management, and presentation skills. Applicants should also have a good network with local schools, be attentive to details, highly self-motivated, and must be able to formulate/implement plans independently and work under pressure. Preference will be given to candidates with substantial experience in school development, teacher training as well as intangible cultural heritage. Candidates with less experience may be considered for the post of Assistant Project Manager. Shortlisted candidates may be invited to sit for a written test.

---

Salary will be commensurate with qualifications and experience.

For full-time appointment, fringe benefits include leave and outpatient medical benefits.

For fractional appointment, the appointee will be eligible for medical and dental benefits as well as the employees' benefits entitled under statutory obligations.

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 **10 February 2023**. 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>.

**EdUHK is an Equal Opportunities Employer.**