

**Project Officer (Ref: 2300210)**  
**School Partnership and Field Experience Office**

In support of the Government's Job Creation Scheme 3.0 under the Anti-epidemic Fund, The Education University of Hong Kong has created positions covering a wide range of job functions and levels. This is in response to the difficult labour market situation in the wake of the pandemic, with an aim of providing employment opportunities for those with different skill sets, qualifications and years of experience. Applications are invited for the captioned position.

The School Partnership and Field Experience Office is looking for a motivated individual to join its team. Duties include organizing events and activities; preparing reports and proposal; providing secretariat support to office; working with relevant department to develop a FE system to streamline, digitalise and automate the FE-related materials and process; supporting and maintaining the enhancement of the office website and mobile app and performing any other duties as assigned by supervisor. The appointment will be for a period of one year.

Applicants should have a recognised degree, with normally 2 years or more of post-qualification working experience preferably in tertiary institutions or public organisations. Good interpersonal and communication skills, strong analytical, problem solving and organization skills, as well as and the ability to work independently or as a team member are required. They should be attentive to details, self-motivated, and able to work under pressure. Knowledge and experience in IT system development and management will be an advantage.

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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 7 March 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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