

**Project Officer (Ref: 2300288)**  
**Department of Early Childhood Education**

The appointee will provide a wide range of administrative support in relation to special projects under the purview of the Head of Department. He/She will be responsible for assisting in the implementation and development of various projects, providing secretarial and executive support to the existing research-related and teaching-related initiatives as well as other internal committees and meetings. The appointee will also be required to work closely with internal and external parties and perform other duties to help in the Department's pursuit of quality and excellence. The appointment will be for a period of 12 months.

Applicants should have a Bachelor's Degree with several years of post-qualification full-time working experience. They should be able to work under pressure; possess good communication and interpersonal skills; strong interpersonal, communication and problem-solving skills; and the ability to work in a team. Experience in administering UGC-funded projects will be an advantage. Immediate availability is preferred.

For information on the Department of Early Childhood Education, please visit:  
<http://www.eduhk.hk/ece/>.

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 on or before **3 April 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.

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

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