

Project Officer/ Project Assistant (Ref: 2300338) Centre for Religious and Spirituality Education

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 appointee will be assigned to support projects for one of the Centre established fields: (a) Religious and Spirituality Education; (b) Life and Values Education; (c) Cultural and Moral Education and (d) Life-long Learning and Holistic Education. He/ she will be responsible for executive and secretarial support to project research/evaluation and development projects, organizing project activities, preparing papers related to research and programme development/management, developing and executing funding strategies, project promotion, liaising with stakeholders internally and externally, serving committees, supervising the project staff and its daily operation, and performing other duties as assigned by Centre Director or his delegate. The appointment will be for a period of 12 months.

Applicants should have a Bachelor's Degree with several years of post-qualification working experience in project management, preferably in the areas of life and values education, curriculum and resources development, public education or nurturing undergraduates. They should demonstrate good interpersonal and communication skills, ability to work cohesively in a team and deliver assignments independently even under pressure; be innovative, eager to learn and respond positively to feedback; and be willing to deliver beyond expectations. Applicants should also be competent in written and spoken English and Chinese (Cantonese and Putonghua). Applicants with a PGDE from a Hong Kong tertiary institution, or equivalent and a track record of the grant application or running self-financing projects will be an advantage. Multi-tasking and attention to detail are essential. Applicants with less experience or qualifications may be considered as Project Assistant. Shortlisted candidates may be invited to sit for a written test.

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 **5 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. 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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