

Project Officer (Ref: 2300358)
Office of the Vice President (Research and Development)

The appointee will be responsible for supporting the setup and operation of the university research facilities (URFs). He/She will assist in providing a comprehensive range of administrative support in maintaining the smooth running of the URFs, including preparation of guidelines, presentation materials, meeting papers / minutes / reports; organization of visits, meetings, and other activities; handling the procurement issue of the URFs; coordination and administration of project(s), and performing any other duties assigned by the Vice President (Research and Development) and his delegate(s). The initial appointment will be for a period of 2 years, with the possibility of renewal subject to mutual agreement, funding, and performance.

Applicants should have a Bachelor's Degree with several years of post-qualification working experience, preferably gained in tertiary institution. They should have good knowledge in computer application and proficiency in both spoken and written English and Chinese. They should also be meticulous, highly self-motivated, have a strong sense of responsibility and able to work independently and under pressure.

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 on or before **10 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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