

**Project Officer (Ref: 2300343)**  
**Centre for Language in Education**

In support of the Government's Job Creation Scheme 3.0 under the Anti-epidemic Fund 3.0, The Education University of Hong Kong has recently 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 responsible for the administration of online language assessments which includes but is not limited to the following tasks: (a) coordinating and facilitating the implementation of online language assessments; (b) setting up and operating moodle platforms for markers and test-takers; (c) driving and coordinating effective use of latest digital competency and related initiatives in online language assessments; (d) collaborating and supporting programme coordinators and staff with administrative functions; (e) formulating and implementing strategies for adopting online language assessments; (f) handling administrative work and enquiries, preparing data analysis and statistical reports; and (g) compiling proposals, reports, and guidelines on the use of online language assessments. He/she will also be expected to contribute to other Centre's projects and initiatives including website development and video production. The appointment will be up to a period of 12 months.

Applicants should have a Bachelor's Degree, preferably in Information Technology, Educational Technologies or a related discipline and with several years of relevant post-qualification experience. They should have high proficiency in the utilization of the common e-learning tools, excellent language skills in both English and Chinese (Cantonese and Mandarin), and good interpersonal and communication skills. Applicants should be able to work independently and collaboratively in a team environment.

For information of the Centre, please visit this website: <https://www.eduhk.hk/cle/en>

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 **7 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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