

**Project Officer (Ref: 2300586)**  
**Research and Development Office (Knowledge Transfer Sub-Office)**

We are looking for a high caliber candidate to join CLAP@JC (“CLAP”), which has entered its second phase for another five-year and is a project initiated by The Hong Kong Jockey Club Charities Trust and co-created by The Education University of Hong Kong (EdUHK). It focuses on fostering a sustainable ecosystem to facilitate youth with their transition from school to work, enabling them to pursue a fulfilling life through cross sector collaborations in school, community and workplace, under the framework of Hong Kong Benchmarks for Career and Life Development (HKBM).

The appointee will participate in the School-Benchmarks (School-BM) part of the project led by EdUHK and contribute to career and life development (CLD) education among Hong Kong Schools, based on the core values and concepts of HKBM. He/She will be responsible for project coordination and publicity (including social media); organization of face to face and virtual events including conferences and activities; liaison with external parties including schools, NGOs and vendors; monitoring procedures and progress; producing publications, video clips and related presentation / marketing materials; assisting resource development (including audio-visual), office administration and performing any other duties as assigned by the supervisor(s). The appointment will be for a period up to August 2025.

Applicants should possess a Bachelor's degree in the Education, Psychology or other Social Sciences disciplines, preferably a Master's degree, with 2 years or more of post-qualification working experience, preferably in education field, project base with good track records. Applicants with research experience in career psychology would be an added advantage. They should have good organizational and problem-solving skills; the ability to maintain accuracy and attention to details; very good command of both spoken and written English and Chinese; good interpersonal skills; and the ability to work under pressure, independently and as a team member. Experience in marketing and publication related to school-based support projects or education resource development would be an advantage.

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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 **31 May 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>.

**EdUHK is an Equal Opportunities Employer.**