

Assistant Project Manager (holding a functional title of Assistant Marketing Manager) (Ref: 2300535)

Department of Early Childhood Education

Project Title: Overseeing the development and promotion of the research, internationalization, community engagement, and multiple programmes offered in the ECE Department

[Appointment Period: 2 years]

The Department is looking for a capable, enthusiastic, and motivated individual to support the matters related to department and programme development and promotion. The appointee will undertake a wide range of executive duties, including developing and implementing marketing strategies that publicize the department's teaching, research, and programmes locally and internationally; planning and executing events, such as seminars and conferences, to promote the department's activities; developing and managing digital marketing campaigns, including social media and paid advertising; writing compelling marketing copy and video scripts, and developing marketing collateral, such as brochures, flyers, and other promotional materials; collaborating with external partners, such as media outlets and other organizations to develop and execute marketing campaigns; monitoring and analyzing the effectiveness of marketing efforts, and providing regular report; overseeing a wide range of engagement activities such as school outreach, website construction, and social media content and initiatives; provide guidance and supervision to junior staff; and perform other duties as assigned by the supervisors.

Applicants should have a Bachelor's Degree and with at least 7 years of post-qualification working experience in relevant positions. They should possess strong communication and organization skills, excellent leadership and problem-solving skills, self-motivated, proactive, and able to multi-task. They should have excellent command of written and spoken English and Chinese (Cantonese and Putonghua) and good knowledge of computer applications, video production, website construction, and experience in working at local tertiary education institutions is preferred. They should be flexible and able to work under pressure.

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

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. **Review of applications will start from 26 June 2023, and will continue until the post is filled.** 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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