

Project Officer (Ref: 2301294)

Registry

The appointee will be responsible for providing administrative and executive support in projects related to quality assurance and event management, coordinating meetings, and preparing minutes/ presentations/ statistical reports/ publicity materials. Other duties include website design and management, and any duties as assigned by supervising officers. The appointment will be for a period of 2 years.

Applicants should have a Bachelor's degree with several years of relevant full-time post-qualification work experience, preferably gained in the tertiary education sector. They should be detail-oriented and self-motivated with a strong sense of responsibility; able to work under pressure with good time management skill; be proficient in written and spoken English and Chinese (both Cantonese and Putonghua); have good organizational, interpersonal and IT skills. Applicants with experience in using SPSS and NVivo for data analysis will have an advantage.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), 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 **18 December 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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