

Project Officer (holding a functional title of Education Development Officer)
(Ref: 240018)
Centre for Child and Family Science

The appointee will provide support to the project entitled “Intervention and School-based Support for Dyslexic Students with English Learning Difficulty”.

The appointee will support the development of digital learning resources (e.g. videos, animations, applications, e-books, MOOCs). He/She will collaborate with different stakeholders to understand their needs and requirements on the multimedia deliverables, and provide creative ideas for transforming learning and teaching materials/initiatives into interactive online experiences. He/She will also help identify and liaise with suitable external suppliers, manage their services (e.g. test the solutions, ensure compliance and effectiveness, make recommendations for improvement) to meet the project’s needs. In addition, the appointee will support the Centre in maintaining different online platforms, and providing technical and administrative support to projects. He/She will also be expected to carry out other duties as assigned. The initial appointment will be from as soon as possible to 30 June 2024, with possibility of renewal subject to performance and mutual agreement.

Applicants should have a bachelor’s degree with several years of hands-on work experience in digital media, educational technology, communication, or related areas, preferably gained in tertiary institutions. They should be user-oriented with good problem-solving and analytical skills. They should have high proficiency in English and Chinese, with fluency in Cantonese; highly developed skills in multimedia production; experience in LMS platforms, mobile applications, e-learning authoring tools and technologies; good project management and organization skills. Applicants should be innovative, self-motivated, able to multi-task and work both independently and collaboratively. Immediate availability is preferred.

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. **Review of applications will start from 14 February 2024, 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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