

Project Assistant (Two posts) (Ref: 2400241)
Department of Education Policy and Leadership

The appointees will assist in a project sponsored by The Hong Kong Jockey Club Charities Trust. The project aims to design and implement a comprehensive programme to support the sustainable development of school leaders (principals and other leaders) individually and collectively to lead future-ready, inclusive schools. The project will seed and energise different levels of supported learning networks and craft a rich, profound learning platform to nurture school leaders' capacity to lead future-ready and inclusive schools. The project is committed to making a positive, practical, and tangible difference in schools now and into the future.

The appointee will be responsible for a wide range of secretarial and administrative duties, such as assisting the project leaders and project manager in preparing documents, taking minutes, liaising with schools and project stakeholders, keeping track of financial expenses, coordinating meetings and activities, helping with events, and exchanging information with both internal and external parties. The appointment will be for a period of up to 2 years, depending on the appointee's qualifications and experience, and with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's degree, preferably in Education, Psychology, Social Sciences, Computer Science, Artificial Intelligence and/or related disciplines, preferably with some experience in supporting the operation of a project. Applicants should be attentive to details, self-motivated, and able to work under pressure. High proficiency in written and spoken English and Chinese, and good interpersonal and organisational skills are advantages.

Salary will be commensurate with qualifications and experience.

For a contract period less than 2-year: Fringe benefits include leave and outpatient medical benefits.

For a 2-year contract: 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 **20 March 2024**. 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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