

**Project Officer (Ref: 2400259)**  
**Department of Psychology**

The appointee will be responsible for providing executive support to the Department in academic programme administration and departmental activities. Major duties include providing administrative support to academic programme development and operation; coordinating student admission and quality assurance exercises; assisting in organizing student learning and international exchange activities; liaising with different parties about departmental meetings, activities, and events; serving as a secretary to committees and working groups; preparing proposals, papers, and reports; handling finance-related and staffing-related issues; and carrying out any other duties as assigned by supervising officer(s).

Applicants should have a Bachelor's Degree with several years of post-qualification work experience. Applicants should also have good interpersonal and communication skills and high proficiency in both English and Chinese (including Putonghua). He/she should also be literate in computer applications, including MS Word, Excel, PowerPoint, and others (e.g. Adobe Photoshop, Illustrator, Flash, Dreamweaver, and JavaScript).

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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 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 **19 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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