

**Assistant Project Manager (Ref: 2400298)**  
**Department of Mathematics and Information Technology**

The appointee will be responsible for a wide range of executive support to the Department, including implementation of effective administrative process; planning, coordinating and providing quality support for the development and operation of the Department's strategic plans, programmes and Learning and Teaching; coordinating research-related quality assurance procedures and protocols; financial planning and monitoring; assisting in ad hoc activities; and performing any other job-related duties as required by the Head of Department and/or his/her delegate(s). The appointment will be for a period of 3 years.

Applicants should have a Bachelor's Degree with at least 7 years of post-qualifications full-time work experience related to office administration, and programme and project management in tertiary education institutions. They should have high proficiency in both written and spoken English and Chinese. They should also have excellent organizational, communication and interpersonal skills. They should be a good team player, attentive to detail, self-motivated, and able to work under pressure. Immediately availability is preferred.

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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 **3 April 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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