

Project Officer (Ref: 2400306)
Academy for Educational Development and Innovation

The appointee will provide a wide range of administrative and secretarial support to Academy for Educational Development and Innovation (AEDI). He/She will be responsible for providing administrative support to academic programmes/courses, committees and meetings; liaising and working with institutions in Mainland; maintaining procedures following the University's policies and guidelines, handling of confidential documents/information; managing projects; planning and organizing activities and events; and participating in duty trips if needed. The appointee will also be required to work closely with internal and external parties in discharging the responsibilities and to perform other duties as assigned by the Director or his delegate(s).

Applicants should have a Bachelor's degree, preferably with 2 years or more of post-qualification and solid working experience, preferably at the executive level gained in tertiary education sector. They should have excellent command of both written and spoken English and Chinese (including Cantonese and Putonghua); good management and interpersonal skills; and be attentive to details. They should be adapted to a multi-tasking work environment, able to work under tight deadlines, and demonstrate the ability to work both independently and as a team. Applicants with less experience will be considered for the position of Project Assistant.

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 on or before **9 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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