

**Project Assistant (Ref: 2400321)
Institute of Special Needs and Inclusive Education**

Project Title: Provision of Services for Training Course for Special School Teachers for the 2023/24, 2024/25 and 2025/26 School Years

The appointees will be mainly responsible for providing administrative support to education-related projects. Major duties include rendering secretariat support, data manipulation, systems work; liaising with internal and external parties; organizing events/functions/visits; assisting in general administration of the office if necessary; and performing any other duties as assigned by Project Manager and Assistant Project Manager.

Applicants should have a Bachelor's degree, preferably with relevant post-qualification working experience. Applicants should also have good interpersonal and communication skills; high proficiency in English and Chinese preferred; and literacy in computer applications including MS Word, Excel, PowerPoint, Access and web applications. He/she should also be meticulous; able to work independently or as a team member and work under pressure. Relevant experience in local tertiary education institutions will be an advantage. Immediately available is highly preferred. The appointment will be for a period of 12 months, with the possibility of renewal subject to mutual agreement.

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 **3 May 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/jobsoff/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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