

**Project Officer (Ref: 2400408)
Centre for Classical Chinese Education**

The appointee will provide administrative support for the " Experiential Learning on Teachers' Professional Ethics (師德教育經驗學習計劃) "; coordinate with external and internal parties in implementing project tasks; liaise with project collaborators and partners; prepare proposals, reports and documentation; perform day-to-day administrative duties; and perform any other duties as assigned by the Project Principal Investigators.

Applicants should have a Bachelor's degree with several years of post-qualification working experience. They should have good knowledge in computer application and proficiency in both spoken and written English and Chinese. They should also be self-motivated and able to work independently or as a team member.

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/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>.

EdUHK is an Equal Opportunities Employer.