

Project Officer (Ref: 2400393)
Research and Development Office (Knowledge Transfer Sub-Office)

The appointee will be responsible for providing support to the Knowledge Transfer (KT) Sub-office's entrepreneurship development initiatives. Main duties include: (i) executing entrepreneurship schemes and related activities at EdUHK including teams recruiting, vetting, incubating and reporting; (ii) assisting in managing an Entrepreneurship and Research Centre; (iii) coordinating training and marketing activities to promote innovations and entrepreneurship for EdUHK; (iv) supporting partnership development with other institutes, organizations and industrial partners regarding innovation and entrepreneurship activities of EdUHK; (v) preparing related publicity materials such as social media, newsletters, leaflets, and maintenance of websites, etc; (vi) providing secretarial and administrative support to the KT Sub-office; and (vii) performing other duties as assigned by the supervisor/Director of Knowledge Transfer.

The appointee needs to work off-campus at times and be flexible in working hours. The appointment will be for a period of two years, with the possibility of renewal subject to mutual agreement. Duty travels outside Hong Kong may be occasionally required.

Applicants should have a Bachelor's degree with normally 2 years or more of post-qualification working experience in related fields such as event & project management, entrepreneurship, and knowledge transfer. They should have a good command of both written and spoken English and Chinese (including Cantonese and Putonghua); be communicative, attentive to details, and self-motivated. Applicants with experience in entrepreneurship development support are preferred. Applicants with sufficient experience and qualifications might be offered the functional title of Assistant Entrepreneurship Development Manager.

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. **Review of applications will start from 10 May 2024, and will continue until the post is filled.** 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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