

Assistant Project Manager (Ref: 2400436)
Department of Special Education and Counselling

The appointee will be responsible for providing administrative support for “Provision of Services for the Basic, Advanced and/or Thematic Courses for Teacher Professional Development on Catering for Students with Special Educational Needs for the 2021/22, 2022/23 and 2023/24 School Years”. He/she will report to the Programme Coordinator and his/her delegate(s). He/she will be responsible for supporting the Programme Coordinator in planning, coordinating and implementing the whole programme, supervising junior staff in the administrative team (Project Officers and Project Assistants), overseeing programme budget, conducting office management, preparing reports and performing any other duties as assigned. Depending on the programme needs, the appointee may be required to work in various campuses (Tai Po, Tseung Kwan O and North Point) and/or other venue(s) scattered in Hong Kong. The appointment will be for a period of around 6 months, with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor’s degree, preferably in psychology, special education, or related field, with at least 7 years of relevant post-qualification experience in tertiary institutions. Knowledge and working experience in managing and implementing EDB-commissioned tender projects in local tertiary institutions will be an edge. They should be proficient in written and spoken English and Chinese. They should also be a good team leader, attentive to details, self-motivated and able to work under pressure independently or in a team to deliver quality work under tight deadlines/unexpected situations. A good track record of project/programme management, policy/guideline/workflow formulation and implementation, office and staff management for a sizable team will be an advantage. Experience in managing e-learning platform is also desirable.

For information on the Department, please visit this website: <http://www.eduhk.hk/sec>

Please provide the qualification and job requirements for the post in below:

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. **Review of applications will start from 3 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/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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