

Project Manager / Assistant Project Manager (Ref: 2400584) Communications Office

EdUHK is inviting applications for the post of Project Manager. The appointee will be providing support for the University's anniversary celebratory events, brand building activities and communication initiatives.

Applicants should have a Bachelor's degree in Communications, Journalism, Marketing or Business with at least eight years of relevant working experience, preferably in the higher education sector. Good command of written and spoken English and Chinese (including Putonghua); good organisational and analytical skills with strong common sense; and the ability to work under pressure and within tight deadlines are required. The successful applicant should be proactive and able to work in a fast-paced environment. Shortlisted candidates will be invited to attend a written test.

Applicants with less experience will be considered for the position of Assistant Project Manager.

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical benefits. The appointee will hold a substantive rank of Senior Communications Officer for the position of Project Manager or a substantive rank of Communications Officer for the position of Assistant Project Manager of the University.

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 **4 June 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. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

Further information about the University is available at <http://www.eduhk.hk>.

EdUHK is an Equal Opportunities Employer.