

**Assistant Project Manager / Project Officer (Ref: 2400694)**  
**Centre of Classical Chinese Education**

The Centre of Classical Chinese Education is looking for an enthusiastic and experienced administrator in the supervisory position. The appointee is expected to handle a full range of administrative duties. Typical work activities are: supporting the Centre Executive Co-Director to manage the Centre's daily operations; leading project and supporting staff to accomplish projects; managing course deliveries; carrying out duties relating to finance, general administration and personnel management; and any other duties and projects as assigned by the University management.

Applicants should have a Bachelor's Degree with at least 7 years of post-qualification full-time working experience at the executive level. Strong organisational, analytical and reasoning mind, excellent writing and problem-solving skills are essential. They should be highly proficient in both English and Chinese (including Putonghua), a good team player, attentive to details, highly self-motivated and able to work under strict timelines. Ample experience in dealing with multi-tasks will be an advantage. For information on the Centre, please visit: <https://www.eduhk.hk/ccce/>.

Applicants with less experienced will be considered for the post of Project Officer. Shortlisted candidates will be invited to attend a written test

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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 11 July 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>.

**EdUHK is an Equal Opportunities Employer.**