

Project Officer (Ref: 2400788)
Department of Curriculum and Instruction

The appointee will be responsible for coordinating a project focusing on teacher AI competency in higher education. He/she will provide administrative and research support to the project team. He/she will organise and coordinate activities such as external reviews, visiting scholarships, and trips for the project team to the partner university in mainland China. He/she is expected to collaborate with the team members on all the research work of the project. He/she will be drafting reports and supporting project management, including finance, human resources and any other duties as assigned by the project leaders. The appointment will be for a period of 24 months.

Applicants should have a Bachelor's Degree, preferably a higher degree in education, educational technology, teacher education or related field, with at least 2 years of post-qualification relevant working experience in the education sector. Applicants with a track record of coordinating institutional and/or cross-institutional projects would be highly preferred. Applicants should be proficient in both English and Chinese. Applicants should be attentive to details; have good interpersonal, organisation and ICT skills; and the ability to work under pressure.

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 on or before **9 August 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>.

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