

Assistant Project Manager (Ref: 2400820)
Office of the Vice President (Academic)

The appointee will assist the Vice President (Academic) in overseeing various special projects and managing strategic initiatives and developments in a senior role. The appointee will be responsible for overseeing the executing management and administrative functions of the initiatives, ensuring the smooth operation of various strategic initiatives and projects, related committees, functions, and events, as well as maintaining the effectiveness and efficiency of the implementation. He/she will liaise with key internal and external stakeholders, including the Senior Management, project team members, and international scholars, as well as performing other duties as assigned by the Vice President (Academic) and his/her delegates.

Applicants should have a recognised Bachelor's degree in Education, STEAM Education, Psychology, Business Administration or a related discipline, with at least 7 years of post-qualification full-time working experience in managing projects/programmes. Applicants should have strong coordination skills to manage projects in team settings, experience in staff supervision, conflict resolution, sensitivity to confidential matters, and the ability to handle challenging situations tactfully, strong presentation and negotiation skills to liaise with internal and external stakeholders, with high proficiency in written and spoken English and Chinese (including Cantonese and Putonghua).

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 2 August 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. 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>.

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