

**Project Officer (Ref: 2400811)**  
**Department of Education Policy and Leadership**

The appointee will assist in a project sponsored by The Hong Kong Jockey Club Charities Trust. The project aims to design and implement a comprehensive programme to support the sustainable development of school leaders (principals and other leaders) individually and collectively to lead future-ready, inclusive schools. The project will seed and energise different levels of supported learning networks and craft a rich, profound learning platform to nurture school leaders' capacity to lead future-ready and inclusive schools. The project is committed to making a positive, practical, and tangible difference in schools now and into the future.

The appointee will report to and assist project leaders and the project manager in implementing in-town and overseas learning events, handling quotation and purchasing procedures, designing project learning and promotion materials, liaising with project stakeholders internally and externally, supervising project/programme support staff, preparing draft quarterly, mid-term and final project reports and performing other duties as assigned by the supervisors. The appointment will be for a period of 2 to 3 years, depending on the appointee's qualifications and experience, and with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's degree with several years of post-qualification work experience, preferably in tertiary institutions. They should also have high proficiency in both written and spoken English and Chinese and good interpersonal, organizational and leadership skills. They should be proactive team players, attentive to details, self-motivated, and able to support and develop junior team members. Those with experience in programme management and who are immediately available are preferred.

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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 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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