

**Project Officer (holding a functional title of Assistant Community Engagement Manager) (Ref: 2401276)
Department of Psychology**

The appointee will be responsible for supporting project namely “The EdUHK SDG Living Laboratory @ Tai-po - Community Well-being”. He/She will assist in providing a comprehensive range of administrative support including preparation of presentation materials, meeting papers/minutes / reports; coordinating and communicating with local communities; soliciting for public funding and community donations; quality assurance of activities’ implementation and performing any other duties assigned by the Principal Investigator and his delegate(s). The initial appointment will be for a period of 2 years, with the possibility of renewal subject to mutual agreement, funding, and performance.

Applicants should have a Bachelor’s Degree with several years of post-qualification working experience, preferably gained in tertiary institution. They should have good knowledge in computer application and proficiency in both spoken and written English and Chinese. They should also be meticulous, highly self-motivated, have a strong sense of responsibility, be able to work independently and collectively as a good team member, and have 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. **Review of applications will start from 20 November 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>.

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