

Founded in 1994 and awarded the University title in 2016, The Education University of Hong Kong (EdUHK) is a publicly funded university, dedicated to the advancement of teacher education and related disciplines through a diverse offering of academic, professional and research programmes. Celebrating its 30th anniversary in 2024, the University aspires to become a leading university in the Asia Pacific region and beyond, with a focus on educational and multidisciplinary research, development and innovation. We are committed to nurturing outstanding and caring educators and professionals as well as enhancing the impact of scholarship.

The University has an academic/teaching staff strength of about 450 and total student headcount of about 11,000. It has a Graduate School and three Faculties, namely, Faculty of Education and Human Development, Faculty of Humanities, and Faculty of Liberal Arts and Social Sciences, comprising 15 academic departments, as well as a number of University-level research centres and Faculty-level research and professional development centres and academies. For more information about the University, please visit <http://www.eduhk.hk>.

We are looking for suitable candidate(s) to fill the following position(s). If you are excited by the prospect of contributing your expertise to the development of a leading university at the heart of Asia Pacific region and beyond, we would like to hear from you.

Project Manager (holding a functional title of Assessment and Action Plan Advisor) (Ref: 2401350) Research and Development Office (Knowledge Transfer Sub-Office)

We are looking for high caliber candidates to join CLAP@ JC (“CLAP”), which has entered its second phase for another five-year project initiated by The Hong Kong Jockey Club Charities Trust and co-created by EdUHK. It focuses on fostering a sustainable ecosystem to facilitate youth with their transition from school to work, enabling them to pursue a fulfilling life through cross sector collaborations in school, community and workplace, under the framework of “Hong Kong Benchmarks for Career and Life Development” (HKBM).

The appointee will play a key role as Assessment and Action Plan Advisor in the “One Team” under the School-Benchmarks (School-BM) part of CLAP led by EdUHK. He/She will contribute to career and life development (CLD) education in Hong Kong schools based on the core values and concepts of HKBM. He/She will be responsible for assisting the Director (Schools) and the Chief Advisor (Schools) of the project to coordinate and execute tasks of School-BM part of the project in order to achieve project objectives; coordinating and co-leading with other members of the “One Team” in the HKBM-related self-evaluation process in network/ ‘hub’ schools; advising and supporting network/ ‘hub’ schools to build up sustainable CLD programmes through whole school approach based on core values and concepts of HKBM; working closely and flexibly with cross-disciplinary team members (including the One Team) to achieve project objectives related to knowledge dissemination (e.g. professional conferences); assisting the Director (Schools) and the Chief Advisor (Schools) of the project to develop effective professional development and/or other resources for promoting the best practice of HKBM; and performing other duties as assigned by the Director (Schools) and the Chief Advisor (Schools) of the project. The appointment will end in August 2025.

Applicants should possess a Bachelor’s degree, preferably a Post-graduate Degree/ Diploma/ Certificate in Education; with substantial post-qualification full-time working experience in education or related field. They should have professional and training experience in the area of career development and guidance; knowledge and experience in working with schools at high-profile level. They should have the ability to work with schools as consultants/ advisors/ critical friends for school improvement; the ability and experience to develop high-quality career guidance learning and curriculum resources; and skills to network with stakeholders in education as well as community. They should also have excellent written and verbal communication skills as well as interpersonal, collaboration and leadership skills; and good command of both English and Chinese.

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical 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 **18 December 2024**. Applications which are not made in prescribed form, or incomplete, or late, or not signed, or without the required supporting documents may not be considered. Please quote the reference number of the position in the application and mark “Strictly Confidential – Job Application” on the envelope. 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.

EdUHK is an Equal Opportunities Employer.