

**Project Officer (Ref: 2500465)  
General Education Office**

The General Education Office is looking for a motivated individual to join its team. The appointee will be responsible for providing administrative and secretarial support to the General Education Office. Duties include carrying out general administrative tasks; collecting and analyzing data; preparing documents for reporting purposes; initiating, developing and evaluating programmes; organizing workshops, meetings, interviews, consultations, events and functions; preparing and managing teaching/ learning resources and presentation materials; liaising with internal and external parties; and performing any other duties as assigned.

Applicants should have a Bachelor's degree preferably in Social Sciences, Education, Communication or related discipline(s), with several years of post-qualification working experience. They should have good interpersonal and communication skills; good team spirit as well as the ability to work independently; high proficiency in English and Chinese; and a high level of computer literacy. They should also be attentive to details; well-organized; self-motivated and able to work under pressure. Applicants with experience in teaching, project management and/or research in the tertiary education sector, especially in the area of e-learning and the related platform(s), 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 **6 May 2025**. 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. 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>.

**EdUHK is an Equal Opportunities Employer.**