

## Assistant Project Manager (Ref: 2500534) Office of the President

The appointee will be responsible for providing a wide range of project and administrative support to the Office of the President. Key responsibilities include drafting proposals, reports, and presentation materials; handling confidential documents with discretion; organising and supporting initiatives related to university development and strategic priorities; working closely with academic and non-academic units; liaising and coordinating with internal and external parties; and contributing to the development and implementation of the University's strategic communication efforts to enhance its reputation locally, regionally, nationally and internationally. The role also involves assisting with ad-hoc assignments and performing other duties as assigned by the President and his delegate(s).

Applicants should have a Bachelor's Degree with at least 7 years of post-qualification full-time working experience at the executive level, preferably within tertiary education institutions. They should have high proficiency in both written and spoken English and Chinese, along with excellent organisational, communication, Information Technology and interpersonal skills. They should be a good team player, attentive to detail, self-motivated, and capable of working under pressure and beyond normal office hours and beyond Hong Kong when necessary. A background in marketing, publicity development, or related fields is desirable. Flexibility and broad competencies to take on new initiatives and conduct research under supervision will also be advantageous.

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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. **Review of applications will start from 26 May 2025, 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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