

Assistant Project Manager (Ref: 2500278) Graduate School

The appointee will be responsible for providing high-level executive and administrative support to doctorate degree programmes. Main duties include managing and administering the doctorate degree programmes, providing support to ensure the quality assurance of these programmes, planning and coordinating non-formal activities for research students, drafting policies and guidelines; writing administrative papers; leading project teams to enhance the support to doctoral students; coordinating large-scale events and providing support to the organization of overseas learning activities; serving as Secretary to Boards and Committees; mentoring junior staff; liaising with programme management personnel, departments and external bodies; and performing any other duties as assigned by the supervisor.

Applicants should possess a Bachelor's degree, preferably a doctorate degree, with normally 7 years or more of post-qualification working experience in tertiary institutions. They should also have good interpersonal and communication skills; ability to work independently or as a team coordinator and member; ability to handle multi-tasks in an organized manner; high proficiency in both English and Chinese (including Putonghua); literacy in computer applications and able to work under tight timeline. Applicants with work experience in the management of doctorate degrees at local tertiary education institutions are preferred.

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](http://www.eduhk.hk/jobsopp/index.php?glang=en) and upload a full CV on or before **2 June 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.

Further information about the University is available at <http://www.eduhk.hk>.

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