

Project Officer (Ref: 2500578)
Department of Chinese Language Studies

Starting from August 2025, the Education University of Hong Kong will be launching a territory-wide project, cooperating with around 60 primary schools in response to the need to enhance high order reading skills (高階閱讀能力) for primary students in Hong Kong. The project aims to produce animations, design innovative learning and teaching activities, and develop other multimedia learning materials that emphasize interactions.

The appointee will be required to undertake a wide range of administrative duties, liaise with primary school teachers and different stakeholders of the project, draft project documents, translate between Chinese and English, conduct school visits, and perform other duties as assigned. The appointees will be expected to commence employment around August 2025. The appointment will be for a period of 12 months, with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's degree with several years of relevant post-qualification working experience. They should have strong analytical abilities, organizational and interpersonal skills; good team spirit as well as the ability to work independently; high proficiency in both English and Chinese (including Cantonese), and basic computer skills. Applicants with post-qualification administrative experience in the higher education sector are preferred.

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 **12 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/jobsoff/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>.

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