

Project Officer (Ref: 2500996)
Department of Education Policy and Leadership

QEF-Funded Project: The Values Education for Entrepreneurial Spirit (VEES) virtual learning platform: Nurturing Students' Entrepreneurial Spirit and Sense of Belonging to the Greater-Bay-Area

The appointee will provide a wide range of administrative and secretarial support to Department of Education Policy and Leadership (EPL). He/She will be responsible for Managing overall project development and being accountable to the project leader and team members; Coordinating with the project leader to develop materials and other activities; Assisting the team in establishing and updating the VEES virtual learning platform; Producing and editing videos with subtitles; Developing teaching materials for the programme, including the instructors' manual and teaching materials; Monitoring the project budget, overseeing work quality, and preparing reports; Maintaining procedures following the policies and guidelines of the University and QEF, Handling of confidential documents/information; and Planning and organizing activities and events. The appointee will also be required to work closely with internal and external parties in discharging the responsibilities and to perform other duties as assigned by the Project Leader or his/her delegate(s)

Applicants should have a Bachelor's Degree with several years of post-qualification working experience, preferably at the executive level gained in tertiary education sector. They should have excellent command of both written and spoken English and Chinese (including Cantonese and Putonghua); good management and interpersonal skills; and be attentive to details. They should be experienced in building virtual learning platform, preferably Rise 360. They should be adapted to a multi-tasking work environment, able to work under tight deadlines, and demonstrate the ability to work both independently and as a team.

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 **3 October 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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