

Assistant Project Manager (Ref: 2501017)

Department of Health and Physical Education

The appointee will be responsible for providing administrative support and assisting in the implementation and development of various projects. Main duties include offering secretarial and executive support related to finance and human resources, conducting research support services such as data analysis and report preparation, and maintaining project quality. The appointee will also support the development and execution of research studies, produce research outputs, and contribute to the production of scientific reports and analyses of data from multiple health-related projects.

Additionally, the appointee will handle budgeting, supervise supporting staff and student helpers, schedule meetings, manage records, and perform other duties as assigned by the supervisor. The role will involve liaising with various stakeholders to ensure effective project execution and support the overall success of research initiatives.

Applicants should have a Bachelor's degree with at least 7 years of post-qualification full-time working experience, preferably in tertiary institutions, and ideally in sports, sports management, or related disciplines. Experience in project management and coordination is desirable. Familiarity with publications in peer-reviewed journals and advanced multivariate statistical skills will be advantageous for this position.

Applicants should demonstrate good interpersonal and communication skills, be effective team players, and be attentive to detail. They should be highly self-motivated and able to work under pressure. Proficiency in both written and spoken English and Chinese (Cantonese and Putonghua) is required, as well as familiarity with computer software such as Microsoft Office.

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 **29 September 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.