

Project Manager / Assistant Project Manager (Ref: 2501185) Communications Office

EdUHK is inviting applications for the post of Project Manager. The appointee will play a key role in planning and executing a wide range of strategic projects, including the University's anniversary celebratory events, brand-building campaigns, and communication initiatives.

Responsibilities will include coordinating with internal and external stakeholders, managing project timelines and budgets, ensuring high-quality delivery of events and promotional materials, and supporting the University's efforts to enhance its public image and institutional reputation.

Applicants should have a Bachelor's degree in Communications, Journalism, Marketing or Business with at least seven years of relevant working experience. Good command of written and spoken English and Chinese (including Putonghua); good organisational and analytical skills with strong common sense; and the ability to work independently under pressure and within tight deadlines are required. They should be proficient in Adobe Creative Suite and other image and video editing software or applications. The successful applicant should be proactive and able to work in a fast-paced environment. Shortlisted candidates will be invited to attend a written test.

Applicants with less experience will be considered for the position of Assistant Project Manager.

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 appointee will hold a substantive rank of Senior Communications Officer for the position of Project Manager or a substantive rank of Communications Executive for the position of Assistant Project Manager in the University. He/She will work at the Tai Po campus.

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 **30 November 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>.

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