

**Assistant Project Manager (Ref: 2501305)**  
**Academy for Educational Development and Innovation**

**Project title: Teacher Entrepreneurialism School Improvement Programme**  
**[Appointment period: 24 Months]**

The appointee will support the planning, coordination and delivery of teacher professional development programmes and related academic initiatives. Major duties include liaising with external stakeholders on programme planning and implementation; coordinating programme operations, logistics and quality assurance processes; supporting the development of programme materials and promotional outputs across digital and print platforms; streamlining workflows and ensuring consistency across multiple programmes; and performing other duties as assigned by supervisors. He/She may be required to work outside normal office hours and on weekends occasionally.

Applicants should have a Bachelor's Degree, preferably with substantial post-qualification full-time working experience in programme coordination, project management, or education-related settings. Experience in handling externally commissioned programmes and stakeholder communication is highly desirable. Applicants should be proficient in both English and Chinese (including Putonghua), with strong organisational, communication and problem-solving skills. They should be detail-minded, self-motivated, and able to exercise sound judgement while working under pressure and across teams.

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Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. 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 **24 December 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.

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