



Project Assistant (Ref: 2600019) Department of Education Policy and Leadership

The appointee(s) will assist in a project sponsored by The Hong Kong Jockey Club Charities Trust. The project aims to lead education innovation and to promote and support the strategic development of teaching, teacher education and disciplines complementary to education by preparing outstanding and morally responsible educators and professionals while supporting their lifelong learning.

The appointee will be responsible for a wide range of secretarial and administrative duties, such as assisting the project leaders and project manager in preparing documents, taking minutes, liaising with schools and project stakeholders, keeping track of financial expenses, coordinating meetings and actives, helping with events, and exchanging information with both internal and external parties. The appointment period can be up to 2 years, depending on the appointee's qualifications and experience.

Applicants should have a bachelor's degree, preferably in Education, Psychology, Social Sciences, Computer Science, Artificial Intelligence and/or related disciplines, and some experience in supporting the operation of a project. Applicants should be attentive to details, self-motivated, and able to work under pressure. High proficiency in written and spoken English and Chinese, and good interpersonal and organizational skills are advantages.

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 **30 January 2026**. 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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