

Project Officer (Ref: 2600421)
Department of Education Policy and Leadership

The appointee will provide executive support to the Department in academic programme administration and departmental activities, including overseeing programme development, managing student admissions, and ensuring the smooth operation and quality assurance of the programmes. The appointee will also support field-based, GBA-related, and international learning experiences, provide secretarial support to programme committees (including preparing reports, papers, and proposals), liaise with programme staff, students, and external stakeholders, organise workshops, manage scholarships and alumni relations, coordinate co-curricular activities, support student associations, handle student enquiries, needs, complaints, and non-academic matters related to the programmes, and perform any other duties as assigned.

Applicants should have a Bachelor's Degree with several years of post-qualification work experience. Exceptional communication, interpersonal, leadership, and problem-solving skills are essential. Candidates must be proficient in both English and Chinese (with Putonghua as an additional advantage) and adept in various computer applications. The ability to work independently and as part of a team, with a strong attention to accuracy and detail, is expected. Preference will be given to those with prior experience in local tertiary education institutions.

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 **26 June 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. 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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