

Project Officer (Ref: 2600483)
Department of Education Policy and Leadership

The appointee 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 report to and assist project leaders and the project manager in implementing in-town and overseas learning events, handling quotation and purchasing procedures, designing project learning and promotion materials, liaising with project stakeholders internally and externally, supervising project/programme support staff, preparing draft quarterly, mid-term and final project reports and performing other duties as assigned by the supervisors. The appointment will be for a period of up to 22 months, depending on the appointees' qualifications and experience.

Applicants should have a bachelor's degree with several years of post-qualification work experience, preferably in tertiary institutions. They should also have high proficiency in both written and spoken English and Chinese and good interpersonal, organisational and leadership skills. They should be good team players, attentive to details, self-motivated, and able to work under pressure. Those with experience in programme management and who are immediately available are preferred.

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical 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 **7 July 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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