

Project Officer (Ref: 2600508)
Global Institute for Emerging Technologies - Future Team

[Appointment Period: 12 months]

The appointee will be responsible for supporting the Global Institute for Emerging Technologies - Future Team [GIET(FT)] under the Academy for Applied Policy Studies and Education Futures (AAPSEF). Primary role will be to assist in advancing the Institute's development, covering administrative work, project/fund applications and external liaison. Following are the major responsibilities:

- Provide administrative support for projects and initiatives of the Institute to ensure the smooth and efficient implementation of all innovative and research programmes;
- Conduct industrial outreach and external liaison work, establish and maintain collaborative ties with industries, enterprises and relevant institutions to facilitate the external development of the Institute;
- Oversee the planning, organization and on-site execution of workshops, seminars and various thematic events to ensure successful delivery and desirable outcomes;
- Support resource acquisition by preparing, compiling and submitting research grants, project funding applications and donation-related documents to sustain the Institute's research and operational development;
- Assist the Co-Director of GIET in daily administrative coordination, and follow up on the implementation and progress of various institutional affairs;
- Assist in writing proposals and obtaining competitive grants from Hong Kong and the Chinese Mainland;
- Align with the strategic development agenda of the Institute, the Academy and the University, and support the delivery of institutional strategic goals and key KPI targets;
- Be available to travel overseas, and able to communicate and work efficiently in international settings; and
- Perform other duties as assigned by the Co-Director and Assistant Vice President (Interdisciplinary Studies and Partnership), supporting the institution's dynamic agenda.

Applicants should have a Bachelor's degree with at least 2 years of full-time post-qualification work experience; a master degree or a doctoral degree is preferred. They should be attentive to details, have good interpersonal and communication skills, have the ability to work independently and under pressure, and be good team players.

Applicants should be highly self-motivated and demonstrate strong resilience and composure when managing multiple deadlines and priorities, including the flexibility to work beyond normal office hours when necessary.

The ability to work independently with minimal supervision is essential, alongside excellent time management and organizational skills. Equally important is the capacity to collaborate effectively within a multidisciplinary team, communicating clearly and contributing positively to group objectives. **Applicants with immediate availability are preferred.**

Applicants who have responded to previous advertisement (Ref: 2600436) for the same position are under consideration and need not reapply.

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 **3 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. 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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