

**Project Assistant (Ref: 2600506)**  
**The Joseph Lau Luen Hung Charitable Trust Asia Pacific Centre for Leadership and Change**

The appointee will support the programmes, research grants, and events through administration, record-keeping, event coordination, grant management, and design of promotional materials in The Joseph Lau Luen Hung Charitable Trust Asia Pacific Centre for Leadership and Change (APCLC).

The appointee will report to and assist the Director in managing the daily operations of the Centre, maintaining accurate and systematic records for the Centre, organising internal and external events, supporting programme administration and research grant management, designing promotional materials including posters, webpages, and souvenirs using Adobe Illustrator, Dreamweaver, Photoshop, Canva, and other design tools, and performing other ad-hoc duties as assigned by the Director. The initial appointment will be for a period of 12 months depending on the appointee's qualifications and experience, and with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's degree, preferably with some experience in project administration or programme support. Candidates should be proficient in **Adobe Creative Suite (AI, Dreamweaver, Photoshop)** and design platforms such as **Canva**, with a strong portfolio or proven experience in poster/webpage design and souvenir production. Applicants should be attentive to details, self-motivated, well-organised, and able to work under pressure to meet multiple deadlines. Excellent **written and spoken English** (with strong written communication skills) is essential, and proficiency in Chinese is an advantage. Those with prior experience in event coordination, grant administration, and who are immediately available are preferred.

For more information on the Centre, please visit this website: <http://www.eduhk.hk/apclc>.

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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 **17 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/jobsoff/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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