

**Project Officer (Ref: 2600544)**  
**Office of the Associate Vice President (Quality Assurance)**

The appointee will provide comprehensive project management and administrative support to the Office of the Associate Vice President (Quality Assurance). Major duties include coordinating research projects from inception to completion, liaising with internal departments and external funding bodies/partners, preparing project proposals, progress reports and financial statements, organizing project-related meetings, workshops and events, monitoring project timelines and budgets, maintaining project documentation and databases, and carrying out any other duties as assigned by his/her supervisor(s).

Applicants should have a Bachelor's degree, preferably with some post-qualification working experience in project management, research administration or a related field. Applicants with working experience in tertiary institutions or non-governmental organizations will be advantageous. Applicants should have an excellent command of both written English and Chinese. They should also be able to work independently, be good team players, have good interpersonal and communication skills, attentive to details, highly self-motivated, well-organized and able to work under pressure. Proficiency in MS Office applications and project management tools is required.

For further enquiries about the post, please contact Professor Susanna Yeung at [syeung@eduhk.hk](mailto:syeung@eduhk.hk).

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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 **15 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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