

Project Officer (Ref: 2600565)
Department of Education Policy and Leadership

Project Title: Enhancing Graduate Employability: The Growth Tracker System (GTS) for Professional Development
[Appointment Period: 11 months]

The appointee will provide comprehensive administrative, coordination, and research support for the development and implementation of the Growth Tracker System (GTS), an innovative platform designed to enhance students' employability through competency development, mentoring, and evidence-based feedback. He/She will be responsible for managing overall project development and progress and being accountable to the Project Leader and project team; coordinating with the Project Leader to develop project materials and activities; assisting the team in establishing, maintaining, and updating the GTS; developing supporting materials for the programme, including training guides, competency frameworks, and literature summaries; assisting in collecting and managing data, arranging regular progress meetings, and preparing project reports; monitoring the project budget, overseeing work quality, and maintaining project documentation; and planning and organizing meetings, training activities, and stakeholder engagement events. The appointee will also be required to work closely with internal and external stakeholders in discharging the responsibilities and to perform other duties as assigned by the Project Leader or his/her delegate(s).

Applicants should have a Bachelor's Degree with several years of post-qualification experience, preferably gained in tertiary education, project administration, educational technology, student development, internship programmes, or research projects. They should possess excellent command of both written and spoken English and Chinese (including Cantonese and Putonghua), strong organizational and interpersonal skills, and the ability to manage multiple tasks under tight deadlines. Proficiency in IT applications and experience with digital platforms is essential, and familiarity with educational technology will be an advantage. The successful candidate should be self-motivated, detail-oriented, and capable of working independently as well as collaboratively in a team environment.

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](http://www.eduhk.hk/jobsopp/index.php?glang=en) and upload a full CV on or before **20 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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