

**Project Officer (Ref: 2600599)**  
**Academy for Educational Development and Innovation**

The Academy for Educational Development and Innovation (AEDI) is inviting applications for the post of Project Officer in support of the Academy's development.

The appointee(s) will be responsible for providing administrative support to the Academy's taught postgraduate programmes, including admissions, student affairs, and quality assurance; coordinating matters related to teaching and research for the faculty members and teaching staff; assisting in organising academic activities and events; assisting in programme marketing, including producing promotional materials and managing social media accounts; handling inquiries and providing assistance to students; supervising and leading junior staff in course administration. The appointee is also responsible to perform other duties as assigned by Director of the AEDI and his delegate(s). He/She may be required to work outside normal office hours and undertake work-related trips outside of Hong Kong occasionally. He/She will be required to work in the Tai Po Campus.

Applicants should have a Bachelor's Degree, preferably a higher degree, and has several years of post-qualification full-time working experience in administration of higher education programmes, stakeholder management and research support. Applicants should be proficient in both English and Chinese (including Putonghua), with strong communication, organisational and problem-solving skills. They should be detail-minded, self-motivated, and able to exercise sound judgement while working under pressure and across teams. They should be adaptable to a multi-complex tasking and fast-paced work environment, able to work under tight deadlines. Shortlisted candidates will be invited to attend a written test.

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Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract with continual appointment subject to appointee's performance, availability of resources and the AEDI's strategic directions. 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 **10 August 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>.

**EdUHK is an Equal Opportunities Employer.**

