香港教育大學
The Education University of Hong Kong

Project Officer (Ref: 2600302)
Department of Science and Environmental Studies

The appointee will support an Education Bureau project on the development of learning and teaching materials for senior secondary physics education. The appointee will primarily provide administrative, coordination, and project support to ensure the smooth implementation of project activities. The appointment will be for approximately 11 months, with the possibility of renewal subject to mutual agreement.

Key responsibilities include, but are not limited to:

1. Providing administrative and operational support to the project, including coordination of project activities, schedules, and deliverables;
2. Research and development of science teaching and learning modules;
3. Assisting in data collection, basic data handling, and documentation required for project monitoring and evaluation;
4. Preparing project reports and supporting the organization of seminars, meetings, and knowledge transfer workshops;
5. Disseminating research findings through publication in high-quality peer-reviewed journals, books/chapters, and reports;
6. Performing any other project-related duties as assigned.

Applicants should have a Bachelor's Degree in Science (preferably in Physics), or a related discipline. Knowledge of educational projects, basic research processes, data analysis, computational skill and data handling will be an advantage. Preference will be given to applicants with experience in administrative support for education-related or educational research projects. Experience in assisting school-based support projects offered by tertiary institutions and/or experience in working with primary or secondary schools will be an advantage.

Applicants should have a good command of written English and Chinese, and be able to communicate in Cantonese. The successful candidate should be able to work independently and collaboratively, with good organisational, interpersonal, and communication skills. Attention to detail, self-motivation, and the ability to manage multiple tasks under pressure are essential.

For further enquiries about the post, please contact Dr Ching Ping Pui at ppching@eduhk.hk.

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 **11 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.

Further information about the University is available at *http://www.eduhk.hk.*

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