

Project Officer (Ref: 2600655) Academy for Educational Development and Innovation

The Academy for Educational Development and Innovation is seeking a dynamic, detail-oriented and self-motivated professional to support a project entitled “**Empowering Teacher Growth: An Appraisal System for Holistic Professional Development**”. The project aims to develop and implement an Appraisal System Platform for a secondary school to promote transparent, competency-based teacher appraisal, reflective practice, feedback literacy and holistic professional development.

The appointee will provide administrative, coordination and research support for the development, piloting and full implementation of the Appraisal System Platform. He/She will assist the Principal Project Supervisor and project team in developing project materials, competency framework documents, training guides, appraisal templates and related resources; liaise with school stakeholders and the technical partner on project implementation and system refinement; support the maintenance and updating of the platform, including the competency standards bank, customizable appraisal forms, feedback modules and dashboard; organise training sessions, meetings, pilot trials and stakeholder engagement activities; assist in data collection, analysis and evaluation; prepare meeting documents, progress reports, presentation materials and impact reports; monitor project progress, deliverables, budget usage and documentation; supervise student helpers where necessary; and perform other duties as assigned.

Applicants should hold a recognised Bachelor’s degree, preferably in Education, Educational Technology, Information Technology, Data Science, Social Sciences, Human Resources Management, or a related discipline, with several years of post-qualification experience, preferably in tertiary education, school-based projects, educational technology, teacher professional development, project administration, research projects, or digital platform implementation. They should have good command of written and spoken English and Chinese, including Cantonese and Putonghua; strong organisational, interpersonal, communication and problem-solving skills; and the ability to work independently and collaboratively under tight deadlines. Experience in data collection, report writing, digital platform coordination, training material development or stakeholder liaison will be an advantage. Preference will be given to candidates with project management experience and exposure to educational innovation or technology-enhanced education projects.

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 **14 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>.

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