

Project Coordinator (Ref: 2600642)
Department of Health and Physical Education

Project Title: HKJC: Strengthening Physical Literacy for Preschoolers Project
[Appointment Period: 12 months]

The appointee will hold the functional title of “Project Coordinator” and be responsible for supporting a project that aims to promote physical literacy among kindergarten children in Hong Kong and enhance teachers’ efficacy in delivering quality physical activity and movement-related learning experiences in preschool settings.

The appointee will assist in the implementation and coordination of project activities. Major duties include liaising with project partners, participating kindergartens, and other stakeholders; leading the design, development, and implementation of project materials, including an exercise toolkit to support the physical activity of kindergarten children and their parents; supporting the organisation and delivery of teacher professional development programmes, workshops, and training activities; assisting with project administration, documentation, and reporting; and performing any other duties as assigned by the supervisors. The post will require regular travel to kindergartens and other venues across Hong Kong.

Applicants should have a Master’s degree in Physical Education, Sport Science, Early Childhood Education, Educational Studies, or a related discipline, plus at least one year of full-time post-master’s work experience, or a doctoral degree. Experience in Project Coordination, School-based Programmes, Teacher Professional Development, Research Projects, or Community-based Initiatives will be an advantage.

Applicants should demonstrate strong organisational, interpersonal, and communication skills, and be capable of managing multiple tasks effectively. They should be self-motivated, attentive to detail, and able to work both independently and collaboratively as part of a team. Applicants should be proficient in both written and spoken English and Chinese.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include contract-end gratuity, leave, medical and dental benefits. The appointee will hold a substantive rank of Senior Research Assistant in the University

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 **31 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.