

Project Manager (Ref: 2600643)
Department of Health and Physical Education

The appointee will hold the functional title of “Project Manager”, and be responsible for providing project management and administrative support for 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 support the planning, implementation, coordination, monitoring and evaluation of project activities. Major duties include coordinating project operations and stakeholder engagement; liaising with kindergartens, teachers, school leaders, community partners, the donor, and project partners; overseeing the design and delivery of project components and activities; supervising the project team and student helpers; managing project budgets; organising professional development programmes, workshops, events and school-based support activities; preparing reports and project documentation; overseeing data collection processes and quality assurance; and performing any other duties as assigned by the supervisors. The post will require travel to kindergartens and other venues across Hong Kong.

Applicants should have a Bachelor’s Degree, preferably a Master’s Degree or Doctoral Degree, in Early Childhood Education, Sport Science, Physical Education, Public Health, or a related discipline, with at least 7 years of relevant post-qualification work experience in Project Management. Experience in managing funded projects, stakeholder engagement, team supervision, and coordinating collaborations among schools, community organisations, and research partners will be an advantage.

Applicants should demonstrate strong leadership, interpersonal and communication skills, and be capable of managing multiple tasks and priorities effectively. They should be effective team players, attentive to detail, highly self-motivated, and able to work independently under pressure. Experience in teacher professional development, physical activity promotion, physical literacy initiatives, or early childhood education projects will be highly desirable. 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 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 appointee will hold a substantive rank of Assistant Project Manager 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>.

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