

Project Officer (Ref: 2600767)
Academy for Educational Development and Innovation

The Academy for Educational Development and Innovation is seeking a dynamic, detail-oriented and self-motivated professional with a teaching or education background to provide administrative and project support for its research and development initiatives.

The appointee will provide administrative and project support for the related research and development initiatives. He/She will be responsible for coordinating project activities, maintaining proper documentation, communicating and liaising with internal and external stakeholders, arranging meetings, events, workshops and other project-related activities, and supporting other implementation work required for the smooth operation of the project. He/She will also assist in preparing project documents, reports, records, correspondence and presentation materials; follow up on project timelines, deliverables and administrative matters; support procurement, reimbursement and other operational procedures where necessary; and perform other duties as assigned.

Applicants should have a Bachelor's Degree with several years of work experience, preferably with teaching experience in early childhood and K-12 education, or equivalent post-qualification experience, preferably gained in project administration, student development, or research projects. They should possess an excellent command of both written and spoken English and Chinese, including Cantonese and Putonghua, strong organizational and interpersonal skills, and the ability to manage multiple tasks under tight deadlines. Proficiency in IT applications and experience with digital platforms is essential. Familiarity with educational technology and experience in managing and maintaining social media platforms will be advantages. The successful candidate should be self-motivated, detail-oriented, and capable of working independently as well as collaboratively in a team environment.

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 **8 September 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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