

Project Officer (Ref: 2600769)
Institute of Special Needs and Inclusive Education

The Institute of Special Needs and Inclusive Education (ISNIE) is seeking a highly motivated and dedicated person to support the project planning and administration in the area of special education. The appointee will assist the Course Coordinator for project operations and administrative matters of the project, support dissemination of the project deliverables in the final stage, liaise with stakeholders internally and externally; as well as any other duties as assigned by the Course Coordinator.

Applicants should have a Bachelor's degree, with at least 3 years of post-qualification working experience in schools or other education organizations. Applicants should also have good interpersonal and communication skills; high proficiency in English and Chinese preferred; and literacy in computer applications including MS Word, Excel, PowerPoint, Access and web applications. He/she should also be meticulous; able to work independently or as a team member and work under pressure. Immediately available is highly preferred.

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](http://www.eduhk.hk/jobsopp/index.php?glang=en) and upload a full CV on or before **6 October 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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