

Project Officer (Ref: 2600839)
Centre for Religious and Spirituality Education

The appointee will be responsible for providing administrative and project management support to the Centre for Religious and Spirituality Education (CRSE). He/she is expected to assist project leaders in coordinating project activities and developing resource materials. He/she will be responsible for providing full support for the project's execution; liaising with internal and external stakeholders; organizing training workshops/seminars/dissemination activities; performing class observations to facilitate participants' service experience; checking fidelity; and collecting data. He/she will be assigned to handle administrative duties for the Centre including media and publicities matters; and perform any other duties as assigned by the supervisors. The initial appointment will be for a period of 12 months with the possibility of renewal subject to mutual agreement, funding and performance.

Applicants should hold a Bachelor's degree, preferably in education, social work, psychology, or a related discipline, and have at least two years of post-qualification full-time experience, ideally in educational initiatives, Cultural and Values Education, or related fields. They should be proficient in written and spoken English and Chinese, with strong interpersonal and organisational skills. The ideal candidate is a detail-minded, self-motivated team player who can work well under pressure. Experience in grant applications or managing self-financing projects would be an advantage. Shortlisted candidates may be invited to sit for a written test.

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 **7 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. 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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