

Project Officer (Ref: 2600745)
Integrated Centre for Wellbeing

The appointee will be responsible for providing administrative and operational support to various clinical services, projects and events, including supporting service coordination and the daily operation of the clinical centre. S/he will be responsible for the coordinating and communicating with departments, schools, teachers, parents of children with special educational needs (SEN), children and adolescent with SEN, and other stakeholders. S/he will also provide other duties such as budgeting, resource management, supervising supporting staff, student helpers, scheduling meetings, managing records, supporting the daily operation of the clinical centre, and performing other duties as assigned. The initial appointment will be for a period of 24 months, with the possibility of renewal subject to agreement and satisfactory performance.

Applicants should have a Bachelor's Degree, preferably in Psychology, Social Work, Speech and Language Pathology, Occupational Therapy, or related disciplines, with at least three years of post-qualification full-time experience, preferably in educational, rehabilitation, healthcare or tertiary institution settings. Experience in clinical service coordination, case management, programme administration, service delivery for children and adolescents with special educational needs (SEN), and operation of clinical or therapy services is desirable. They should have good project coordination and management skills, interpersonal and communication skills, be a good team member, attentive to details, highly self-motivated and able to work under pressure. They should be proficient in both written and spoken English and Chinese (Cantonese and Putonghua) and familiar with computer software such as Microsoft Office.

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 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 **21 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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