

Project Manager (Ref: 2600899)
Communications Office

[Appointment Period: around 18 months or until 30 June 2028]

EdUHK is inviting applications for the post of Project Manager. The appointee will play a key role in planning and executing a wide range of strategic projects, including celebratory events, brand-building campaigns, and communication initiatives.

Responsibilities will include coordinating with internal and external stakeholders, managing project timelines and budgets, ensuring high-quality delivery of events and publicity initiatives, and supporting the University's efforts to enhance its public image and institutional reputation.

Applicants should possess a bachelor's degree in Communications, Journalism, Marketing, Business or a related discipline, together with at least seven years of relevant work experience. They should have an excellent command of written and spoken English and Chinese, including Putonghua.

Strong organisational and analytical skills, sound judgement and common sense, as well as the ability to work independently, handle pressure and meet tight deadlines, are essential. Applicants should also be familiar with generative AI tools and Canva or comparable design applications, and be able to use them effectively to support content creation and produce visually engaging project updates. The successful candidate should be proactive, adaptable and able to work effectively in a fast-paced environment. Shortlisted candidates will be invited to attend a written test.

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical benefits. The appointee will hold a substantive rank of Senior Communications Officer in the University.

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 **26 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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