

Project Officer / Project Assistant (Ref: 2600915) **Faculty of Humanities**

The Faculty of Humanities invites applications for one Project Officer and one Project Assistant to support the administration of undergraduate programmes in the Faculty.

The Project Officer will be primarily responsible for undergraduate programme administration and will support programme development and review. Duties include preparing proposals, committee papers and reports; serving as Secretary to programme-related boards and committees; supporting quality assurance exercises; coordinating programme-related events, visits, experiential learning activities, programme promotion and student recruitment; handling student matters; and liaising with internal and external parties. The Project Assistant will assist the Project Officer with daily administrative tasks, including course registration, timetabling, student enquiries, record maintenance, and meeting and activity support. The appointees will also perform other duties as assigned by supervisor(s).

Applicants for the Project Officer post should have a recognised Bachelor's degree with at least three years of full-time relevant post-qualification working experience at the executive level, preferably related to programme administration in tertiary institutions. Applicants with less relevant post-qualification working experience may be considered for the Project Assistant post.

Applicants should have a high level of proficiency in written and spoken English and Chinese (Cantonese and Putonghua), good communication and interpersonal skills, and a high level of computer literacy. They should be self-motivated, well-organised, attentive to detail, and able to work independently and as part of a team under pressure. Applicants for the Project Officer post should also demonstrate sound judgement and the ability to coordinate administrative work and manage competing priorities. Immediate availability is preferred.

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 **4 November 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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