香港教育大學
The Education University of Hong Kong

Project Officer (Ref: 2600979)
Registry (Academic Development Section)

The appointee will provide a wide range of administrative and executive support to the Registry to support the ongoing development, implementation and monitoring of curriculum initiatives of the University. Duties include a) offering secretariat support to committees or working groups or projects related to academic planning, curriculum development and review such as preparing minutes, reports, presentations, data and information research, dissemination and promotion of new curriculum initiatives; b) supporting the statistical analysis and reporting; c) co-ordinating the compilation and publication of the University Calendar; d) the ongoing maintenance of the curriculum website; e) monitoring the progress of projects; f) other duties as assigned by the supervisors. The appointment will be for a period of 2 years.

Applicants should have a Bachelor's degree with several years of relevant full-time post-qualification work experience, preferably gained in the tertiary education sector. They should be attentive to detail and self-motivated with a strong sense of responsibility; able to work under pressure with good time management skill; be proficient in written and spoken English and Chinese (both Cantonese and Putonghua). They should also possess good organizational, problem-solving and interpersonal skills to be able to working independently and also as a team. Applicants with statistical or data analysis knowledge and digital competency in maintaining websites will be an advantage.

Applicants who have responded to the previous advertisement (Ref: 2600886) for the same position are under consideration and need not re-apply.

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 and upload a full CV on or before **24 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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HKCSS CARING ORGANISATION 2025

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