香港教育大學
The Education University of Hong Kong

Project Officer (Ref: 2600982)
Faculty of Liberal Arts and Social Sciences

The appointees will be responsible for supporting the development, management, implementation, and evaluation of Faculty projects related to learning and teaching, including but not limited to projects related to students' employability. S/he will assist in the preparation of papers, proposals and reports, including coordination, review, support in video and showcase platform creation, consolidation and compilation; provide secretarial support to the project team; organise meetings, visits, workshops and seminars, and prepare agendas, minutes and reports thereof; liaise with internal departments/units and overseas collaborators; support Faculty events/activities; and perform any other duties assigned by the supervisor. The appointment will be for a period of around 4 months.

Applicants should have a Bachelor's degree with several years of post-qualification working experience, preferably in tertiary education sector. S/he should have excellent command of both written and spoken English and Chinese. S/he should have strong project management, interpersonal, problem-solving and organisational skills. S/he should also be a good team player, highly attentive to details, self-motivated, and able to work independently under strict timelines.

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 and upload a full CV on or before **20 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.*

EdUHK is an Equal Opportunities Employer.

HKCSS CARING ORGANISATION 2025

20 years+ 同心展關懷 caringorganisation