香港教育大學
The Education University of Hong Kong

Assistant Director (2 posts)
(Holding a substantive rank of Project Manager)
Knowledge Transfer Office

The appointee will provide strategic leadership and be responsible for managing functional teams in the Knowledge Transfer Office (KTO) and for the operation of knowledge transfer (KT)- related centres at EdUHK.

Main duties of Post (i) include (1) Overseeing two functional teams for technology acceleration and intellectual property development; (2) Managing the translational research, innovation and technology related initiatives (include but not limited to applications of HKSAR Innovation and Technology Fund) by liaising with internal units, external partners and funding bodies; (3) Developing intellectual property (IP) related strategies, policies and legal documents; (4) Managing the IP profile and KT data of the University; (5) Developing business social network for facilitate research collaborations; (6) Identifying strategical foci on research and KT collaboration projects; (7) Providing consultation and support to faculty members on idea generation, proposal preparation, technology advancement and IP portfolio planning/structuring; (8) Representing KTO and presenting project proposals and project outcome in various occasions; (9) Preparing relevant agreements and reports; (10) support the abovementioned functions to projects in the Shenzhen Research Institute of the University; and (11) Performing other duties as assigned by the Director / Executive Director of Knowledge Transfer.

Main duties of Post (ii) include (1) Overseeing the entrepreneurship development team, and the operations of the Centre for Entrepreneurship and Research and Centre for Knowledge Exchange; (2) Managing and developing new schemes for entrepreneurship development and startup talent training; (3) Seeking funds, partners and external resources to support initiatives in commercialisation of intellectual property via startups; (4) Developing incubation and investment network, and identify market trends and business opportunities for EdUHK startups; (5) Providing startup consultation and support to students and faculty members on idea generation, proposal preparation, technology advancement and business plan; (6) Shaping the operational models and activities in the Centre for Entrepreneurship and Research and Centre for Knowledge Exchange; (7) Planning and implementing joint entrepreneurship activities with partnering organisations; (8) Representing KTO and presenting entrepreneurship proposals and project outcome in various occasions; (7) Preparing relevant agreements and reports; and (8) Performing other duties as assigned by the Director / Executive Director of Knowledge Transfer.

Working on irregular hours, including weekday evenings, weekends and holidays, and occasional travel outside Hong Kong would be required. The appointment will be for a period of two years, with the possibility of renewal subject to mutual agreement.

Applicants should have a master's degree in related fields. They should have solid and external post-qualification managerial experience in technology transfer. An academic qualification in law would be an advantage for Post (i). Sound experience in operating entrepreneurship centres would be an advantage for Post (ii). Applicants with solid experience in local research and development centres (ASTRI, NAMI, etc) or universities are highly 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 and upload a full CV on or before **30 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.

Further information about the University is available at *http://www.eduhk.hk.*

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