香港教育大學
The Education University of Hong Kong

Project Officer (Ref:2601034)
Global Research Institute for Finnish, European and Global South Education

The appointee will provide a wide range of administrative and secretarial support to the work portfolio under the purview of the Director and his delegate(s) in Global Research Institute for Finnish, European and Global South Education (GRIFE). He/ She will be responsible for supporting the development and managing daily operations of the Institute, such as but not limited to providing administrative support to academic programmes, conferences, seminars, committees and meetings; handling enquiries; maintaining procedures following the University's policies and guidelines, handling of confidential documents/ information; compiling statistical data and information for reporting; drafting correspondence/emails/presentation materials; managing projects; planning and organizing activities and events; and participating in duty trips if needed. The appointee will also be required to work closely with internal and external parties in discharging the responsibilities and to perform other duties as assigned by the Director or his delegate(s).

Applicants should have a Bachelor's degree with at least 2 years of post-qualification full-time working experience, preferably at the administrative or executive level in tertiary education institutions. Programme enrollment and student support, teaching/ scholars coordination experiences are highly desired. They should have excellent command of both written and spoken English and Chinese (including Cantonese and Putonghua); good time and change management, and interpersonal skills; and be attentive to details. They should be adapted to a multi-complex tasking and fast-paced work environment, able to work under tight deadlines and after normal office hours, and demonstrate the ability to work both independently and as a team.

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 **11 December 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