

Project Officer (Ref: PO/CRSE/0920)
Centre for Religious and Spirituality Education

The appointee will report to the Director of Centre for Religious and Spirituality Education (CRSE). He/she will serve as the coordinator for one of the Centre established fields: (a) Religious and Spirituality Education; (b) Life and Values Education; (c) Cultural and Moral Education and (d) Life-long Learning and Holistic Education. He/she will be responsible for the development of initiatives and fundable projects for schools and communities. He/she will be responsible for providing effective delivery of cutting-edge projects by mean of publicities and events, coaching, experiential learning activities, development of teaching aids, teaching programmes etc. He/she will also be required to handle administrative duties for the Centre including management of Courses and Programmes, as well as Media and Publicities matters; and perform any other duties as assigned by Centre Director or his delegate. The initial appointment will be for a period of 12 months with the possibility of renewal subject to mutual agreement, funding and performance.

Applicants should have a Bachelor's Degree with several years of post-qualification working experience in project management, preferably with Hong Kong Qualified Teacher Status (QTS) and expertise in Life education. Applicants should also be highly proficient in English and Chinese, and possess excellent communication skills. Preference will be given to those who have track record of grant application or fund raising.

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical benefits.

Application Forms are obtainable from (a) <http://www.eduhk.hk/hro/applyfor.htm>; or (b) the Human Resources Office, 3/F, Cho Kwai Chee Foundation Building, The Education University of Hong Kong, 10 Lo Ping Road, Tai Po, New Territories, Hong Kong. The completed Application Form, together with full CV, should be sent to the Human Resources Office by email to hro1@eduhk.hk or by post to the above address on or before **6 October 2020**. Please quote the reference number of the position in the application and mark "Strictly Confidential – Job Application" on the envelope. 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/jobsoff/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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