Project Officer (Ref: PO/ECE/0520)
Department of Early Childhood Education

Department of Early Childhood Education is seeking one highly motivated and dedicated project officer to co-ordinate and manage a STEM project with kindergartens. The appointee will assist the Project Leader(s) to execute the project plans to co-develop a STEM teaching package with kindergartens by working together with the professional consultants, kindergarten Principals and teachers and project team members. The appointment will be for a period of 28 months.

The duties of the Project Officer include all project related tasks assigned by Project Investigator and Co-supervisors but not limited to overseeing the implementation of the project plan, managing and supervising project team members, liaising with project schools, rendering executive and administrative support to the project team and report writing.

Applicants should have a Bachelor’s Degree in Early Childhood Education with several years of relevant post-qualification working experience including teacher training. He/she should demonstrate professional and training experiences in the area of early childhood curriculum and integrated STEM curriculum. He/she should have good planning, organization and interpersonal skills, strong leadership, excellent written and verbal communication skills with high proficiency in both spoken and written English and Chinese. Applicants with knowledge and working experiences in managing education-related projects will be an advantage.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include contract-end gratuity, leave, medical and dental benefits.

Application Forms are obtainable from (a) http://www.edu.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@edu.hk or by post to the above address on or before 22 May 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.edu.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.edu.hk.

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