Project Officer (Ref: PO/FHM/0520)  
Faculty of Humanities

In May 2020, the Faculty of Humanities will embark on an interdisciplinary STREAM project on Chinese Language learning in Early Childhood Education. This project focuses on the design of a multimedia-aided learning package for the development of reading skills. The appointee will be required to undertake a wide range of administrative duties related to this project, including liaising with academic colleagues, coordinating with different units at the university, conducting research in early childhood education/language education, communicating with service providers, preparing reports, and performing any other duties as assigned. The appointee is expected to assume duty in June 2020. The initial appointment will be for a period of 24 months with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor’s degree in Chinese, Humanities, Early Childhood Education or a related discipline, with several years of full-time post-qualification work experience. Excellent ability to communicate in both English and Chinese is required. Applicants with administrative work experience in local tertiary education institutions are preferred.

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.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 20 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.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.

EdUHK is an Equal Opportunities Employer.