Project Officer (Ref: PO/RDO/0520)
Research and Development Office (Knowledge Transfer Sub-Office)

The appointee will be responsible for the provision of a wide range of dynamic and administration supports to the Educational Innovation Leadership Project of the Office. Duties include writing proposals and reports of various funding projects, scheduling project events and activities, handling of finance and human resources matters, liaising with internal and external parties, providing secretarial support to committees, assisting in office management and room booking system, preparing promotion materials, maintaining the Project website, and performing any other duties as assigned by the Project Director and/or his/her delegates. The appointee may be required to travel, along with the School Development Officers of the Project for study visits, to places outside Hong Kong. The appointee is expected to assume duty in July 2020 and the initial appointment will be for a period of one year with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor’s Degree with several years of relevant post-qualification working experience related to teaching in local primary and/or secondary school(s), and with concrete experience in local tertiary education institution(s) for organizing school teacher professional development and school support activities. They should possess strong interpersonal, writing and administrative skills; be familiar with computer skills and online learning platforms; be proficient in both English and Chinese (including Putonghua), in which proof of competency in English (e.g. HKDSE/HKALE certificate) is necessary. Applicants should also be a good team player, attentive to details, highly self-motivated and able to work under pressure.

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 hro4@eduhk.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.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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