Project Officer (Ref: PO/RDO/0820)
Research and Development Office (Knowledge Transfer Sub-Office)

We are looking for a high caliber candidate to join CLAP for Youth @ JC (“CLAP”) phase II, which is a five-year project initiated by The Hong Kong Jockey Club Charities Trust. It will focus on fostering a sustainable ecosystem to facilitate youth with their transition from school to work, enabling them to pursue a fulfilling life through cross sector collaborations in school, community and workplace.

The appointee will participate in the School-Benchmarks (School-BM) part of the project led by The Education University of Hong Kong (EdUHK) and contribute to career and life development (CLD) education among Hong Kong schools, based on the core values and concepts of Hong Kong Benchmarks (HKBM) and cross-sectoral mobilization. He/she will be responsible for project coordination (including financial matters, publicity), liaison with schools, teachers and other stakeholders, monitoring and evaluating procedures and project progress, organization of training programmes, conferences and other events, editing training materials and professional publications, and performing any other duties as assigned by the supervisor(s). The appointment will commence in September 2020 for a period of 24 months, with the possibility of renewal subject to mutual agreement.

Applicants should possess a Bachelor’s degree, preferably a Master’s degree or a Qualified Teacher Status (QTS), with several years of post-qualification working experience, preferably in education institutions, business or NGOs. They should have good organization and excellent problem-solving skills; the ability to maintain accuracy and attend to details; good command of both English and Chinese; good interpersonal skills; and the ability to work under pressure, independently and as an effective team member. Experience in professional training, school-based projects or educational resource development would 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.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 10 September 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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