

**Project Assistant / Clerk (2 posts) (Ref: ProjA/Clerk/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 be responsible for the planning and coordination of CRSE school and community projects in the one or more 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. The deliverables of the projects may include: professional training and workshops, conferences and seminars, experiential learning activities, publicity, events, curriculum packages and publications etc. He/she will also be required to take up general administrative duties, as well as preparation of funding proposals for the Centre; 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, preferably with Hong Kong Qualified Teacher Status (QTS) with no less than 2 years of post-qualification working experience. Highly motivated candidates with decent presentation and prioritization skills are expected. Applicants with good results in language-related subjects such as Chinese and English Languages in public examinations (e.g. HKCEE, HKDSE and HKAL etc.) are desirable. Applicants possessing Science or Mathematics knowledge and skills in STEM fields/ photography and Photoshop skills will be an advantage. Applicants with less experience or qualifications may be considered as Clerk.

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](mailto: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/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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