Project Assistant (Ref: ProjA/SEC/0820)
Department of Special Education and Counselling

The appointee will be responsible for providing administrative support for “Provision of Services for the Basic, Advanced and/or Thematic Courses for Teacher Professional Development on Catering for Students with Special Education Needs”. Major duties were responsible for providing programme and secretariat support, liaising with internal and external parties, organizing events/functions/visits; system work, office management and the administration of remedial classes for the students with SEN which are conducted after schools or in weekends. He/she provides direct teaching service to the students with SEN; and performing other duties as assigned by supervisors. Immediate availability is preferred. The appointment will be ended on 31 May 2021.

Applicant should have a Bachelor’s Degree preferably with several years of post-qualification working experience. He/she should have good knowledge in computer application and proficiency in both spoken and written English and Chinese. He/she should also be meticulous; able to work independently or as a team member and work under pressure. Applicant with a Qualified Teacher Status (QTS) will have an advantage.

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical 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 31 August 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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