

Project Officer (Ref: 2400053)
Department of Health and Physical Education

The appointee will provide support to the project entitled “Jockey Club Sports Empowering Programme”. This project is a 3-year project which aims to promote a motivational encouraging environment for youth to enjoy sports participation. The project will also be carried out collaboratively with five sports associations to promote the character development of youth through their engagement in community sports.

Reporting to the Principal Investigator and Co-Investigators, the appointee is expected to communicate and collaborate effectively with other stakeholders and project teams to facilitate project implementation. The appointee will be responsible for (a) collecting and analyzing data, and compiling an internal database, and project reports; (b) organizing workshops, annual events, and others; (c) providing general support to the project teams; and (d) performing other administrative duties as assigned. The initial appointment will be up to around 5 months, with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's degree in Physical Education, and preferably a Master's Degree in Sports Science, Psychology or related fields; several years' relevant experience, preferably in the tertiary education field or non-profit organizations; a strong command of both written and spoken English and Chinese; strong interpersonal, communication and organizational skills; a good knowledge and understanding of sports coaching; the ability to work independently under pressure; and a self-motivated, honest, steady and mature attitude with good work ethics. Previous full-time working experience in programming and/or research projects will be an advantage.

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

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV. **Review of applications will start from 26 January 2024, and will continue until the post is filled.** Applications which are incomplete or without the required documents may not be considered. 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. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

Further information about the University is available at <http://www.eduhk.hk>.

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