

**Project Officer (Ref: 2400113)**  
**Department of Social Sciences and Policy Studies**

The appointee will assist Principal Investigator and Co-Investigators to initiate various large scale projects, including 1) study on the career and life development of adolescents and working adults in Hong Kong in the context of globalization, regionalization, and economic restructuring; 2) research in Chinese Medicine related fields; 3) evaluative research on various projects of social innovation, etc. 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) support the management and development of large scale research projects; and (d) performing other administrative duties as assigned. The appointment will be for a period of 3 years.

Applicant should have a Bachelor's degree in a sociology with several years of post-qualification work experience. A higher degree in sociology could be an advantage. Competence in both qualitative and quantitative research methods is an advantage, and strong command in both spoken and written English and Chinese (Cantonese) and with good communication skills are essential. Experiences in relevant research and project management, as well as liaison with research funding bodies are essential. They should also be well-organized, have good interpersonal skills, and able to work independently and collectively in a team. The appointee will also be occasionally required to perform duties in non-regular hours.

For information about the Department, please visit this website: <https://www.eduhk.hk/ssps/>.

For further enquiries about the post, please contact Professor Chiu Wing Kai Stephen at [stephenwkchiu@eduhk.hk](mailto:stephenwkchiu@eduhk.hk).

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Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), leave, medical and dental 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 29 February 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.

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

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