

**Assistant Project Manager (Two posts) (Ref: 2400849)
Institute of Special Needs and Inclusive Education**

Project Title: Inclusive Employment Programme for Persons with Disabilities

The Institute of Special Needs and Inclusive Education on (ISNIE) is seeking a highly motivated and dedicated person to support the project planning and administration in the area of special education. The appointee will assist the Course Coordinator for planning, coordination and providing professional development special education training courses for teachers; leading and supporting a teaching team; planning the school practicum and providing plan/advice to the Director for the future development, research and inclusion activities. The initial appointment will be for a period of 24 months.

Applicants should have a Bachelor's Degree, preferably a higher degree with specialization in special education, with at least 7 years of post-qualification full-time working experience. Applicants with teaching experience at tertiary level or teacher training experience in special education or related fields is preferred. They should be demonstrated familiar with the professional training needs for teachers in Hong Kong special schools and inclusive setting. Applicants with working experience in proposal writing and skills in project and in course implementation are desirable.

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 on or before **19 September 2024**. 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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