

Project Officer (Ref: 2400953)
Department of Early Childhood Education

The Department is looking for an energetic and motivated individual to support (i) the review exercises of the Department and its programmes; (ii) QA/QE of learning and teaching (L&T); (iii) L &T initiatives/activities; (iv) handling of student cases; and (v) the start-up phase of FE (Mainland China). The duties include providing secretarial and executive support to different work groups; liaising with different parties local and overseas; drafting and implementing review plans; organizing/ conducting surveys and benchmarking, troubleshooting IT and technical issues; and performing other tasks as assigned by the supervisors. The appointment will be for a period of 2 years.

Applicants should have a Bachelor's Degree with several years of post-qualification working experience. They should possess good communication and interpersonal skills; strong interpersonal, communication and problem-solving skills; and the ability to work in a team.

For information on the Department of Early Childhood Education, please visit:
<http://www.eduhk.hk/ece/>

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 12 September 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/jobsoff/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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