

**Project Officer (Two posts) (Ref: 2400939)**  
**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 Educational Needs for the 2024/25, 2025/26 and 2026/27 School Years”. Major duties include providing programme and secretariat support for face-to-face and/or online classes, liaising with internal and external parties; organizing face-to-face and/or online events/functions/visits; overseeing the development of teaching materials by contractors; system work and office management; and performing any other duties as assigned. Depending on the programme needs, the appointee may be assigned to work in various campuses (Tai Po, Tseung Kwan O and North Point) and/or other venue(s) scattered in Hong Kong. He/she may be required to provide direct support to the class operation and administration, which may also be occasionally offered after normal office hours (e.g. evenings or weekends). The appointees are expected to commence his/her employment as soon as possible.

Applicant should have a Bachelor’s degree with at least 3 years of post-qualification working experience preferably in programme/course/event management or administrative working experience in tertiary institutions. They should have a good command of written and spoken English and Chinese; good interpersonal and communication skills; and the ability to work under pressure and with flexibility. They should also be highly motivated, able to work independently and as a team member with some mentoring/coaching experience. Applicants with PGDE or Qualified Teacher Status (QTS) qualification recognized by the Education Bureau of Hong Kong or other qualifications of equivalence with work experience in special education or tertiary education will also be an advantage. Experience in supporting e-learning platforms and/or competency in video production/editing is also desirable.

For information on the Department, please visit this website: <http://www.eduhk.hk/sec>

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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 on or before **26 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. 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>.

**EdUHK is an Equal Opportunities Employer.**