

Assistant Project Manager (Ref: 2401215)
Research and Development Office (Knowledge Transfer Sub-Office)

We are looking for a high caliber candidate to join CLAP@JC (“CLAP”), which is a pioneer project initiated by The Hong Kong Jockey Club Charities Trust and co-created by The Education University of Hong Kong (EdUHK). The project focuses on fostering a sustainable ecosystem to facilitate youth with their transition from school to work, enabling them to pursue a fulfilling life through cross sector collaborations in school, community and workplace, under the framework of Hong Kong Benchmarks for Career and Life Development (HKBM).

The appointee will participate in the School-Benchmarks (School-BM) part of the project led by EdUHK and contribute to career and life development (CLD) education among Hong Kong schools, based on the core values and concepts of HKBM. He/She will assist in overseeing the project management team on project operations, financial and administrative matters of the project, supervise project staff, support dissemination of the project deliverables in the final stage, liaise with stakeholders internally and externally; manage the daily operation of CLAP@JC Office, as well as any other duties as assigned by the supervising officer(s) and Project Director. The appointee may be required to work outside normal office hours. The appointment will be until 31 Aug 2025, with the possibility of renewal subject to mutual agreement and availability of project funds.

Applicants should possess a Bachelor’s degree, with at least 7 years of post-qualification working experience in project management and office operations, preferably in schools, tertiary institutions or other education organizations. They should be a good team leader, should have project coordination and prioritization skills; problem-solving skills; good interpersonal and leadership skills; the ability to learn fast and adapt to hands-on working environment; the ability to maintain accuracy and attend to details; good command of both English and Chinese; highly motivated and able to work under pressure.

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 15 November 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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