

Founded in 1994 and awarded the University title in 2016, The Education University of Hong Kong (EdUHK) is a publicly funded university, dedicated to the advancement of teacher education and related disciplines through a diverse offering of academic, professional and research programmes. Celebrating its 30th anniversary in 2024, the University aspires to become a leading university in the Asia Pacific region and beyond, with a focus on educational and multidisciplinary research, development and innovation. We are committed to nurturing outstanding and caring educators and professionals as well as enhancing the impact of scholarship.

The University has an academic/teaching staff strength of about 450 and total student headcount of about 11,000. It has a Graduate School and three Faculties, namely, Faculty of Education and Human Development, Faculty of Humanities, and Faculty of Liberal Arts and Social Sciences, comprising 15 academic departments, as well as a number of University-level research centres and Faculty-level research and professional development centres and academies. For more information about the University, please visit <http://www.eduhk.hk>.

We are looking for suitable candidate(s) to fill the following position(s). If you are excited by the prospect of contributing your expertise to the development of a leading university at the heart of Asia Pacific region and beyond, we would like to hear from you.

**Project Manager (Ref: 2401289)
Office of the Vice President (Administration)**

The appointee will assist the Vice President (Administration) and the presidential team in overseeing various international conferences, and managing strategic initiatives and developments. To advance the University's strategic priorities, the appointee will be responsible for providing support in seeding and energising different levels of collaborations and networks in Hong Kong, the Greater Bay Area, the region and beyond.

The appointee will be responsible for overseeing the execution, management, and administrative functions of the initiatives, ensuring the smooth operation of various strategic initiatives and projects, related committees, functions, and events, as well as maintaining the effectiveness and efficiency of the implementation. He/ she is expected to help analyse data and feedback of participants of conferences, seminars and major events organized by the University. He/she will liaise with key internal and external stakeholders, including the Senior Management, project team members, and international work partners/scholars, as well as performing other duties as assigned by the Vice President (Administration), the senior management, and his/her delegates.

Applicants should have a Bachelor's degree, preferably a Master's degree in Education, Business and Management or a related discipline, with substantial years of post-qualification experience in managing projects as well as branding and marketing. Applicants should have strong leadership and coordination skills to manage projects in team settings, experience in conflict resolution, sensitivity to confidential matters, and the ability to handle challenging situations tactfully, strong presentation and negotiation skills to liaise with internal and external stakeholders, with high proficiency in written and spoken English and Chinese (including Cantonese and Putonghua).

Travelling outside of Hong Kong is occasionally required.

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 15% of the basic salary), leave, medical and dental benefits, and, where applicable, housing 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 27 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/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. 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.

EdUHK is an Equal Opportunities Employer.