

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. 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 two Academies, Academy for Educational Development and Innovation and Academy for Applied Policy Studies and Education Futures, a number of University-level research centres and Faculty-level research and professional development centres. 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: 2500102) Graduate School

The Graduate School is seeking a highly motivated and dedicated person to support the planning and administration of the postgraduate programmes, including both master's and doctoral programmes. The appointee will be responsible for providing high-level executive and administrative support to the smooth running of the Graduate School and its programmes. Main duties include managing and administering the master's and doctorate degree programmes, leading different teams to ensure the quality assurance of these programmes, planning and coordinating non-formal activities for students, setting up policies and guidelines for postgraduate programmes; leading project teams to enhance the students' support; coordinating large-scale events and overseas learning activities; serving as Secretary to Boards and Committees; mentoring junior staff; liaising with programme management personnel, departments and external bodies; and performing any other duties as assigned by the supervisor.

Applicants should possess a Bachelor's degree, preferably a Master's degree, with at least 12 years of relevant full-time post-qualification working experience, preferably gained from tertiary institutions. They should have outstanding interpersonal and communication skills; the ability to work independently and to handle multi-tasks in an organized manner; high proficiency in both English and Chinese (including Putonghua); and the ability to work under a tight timeline and to work effectively with diverse stakeholders. Applicants with work experience in the management of doctorate degrees at local tertiary education institutions are preferred.

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 on or before **7 February 2025**. 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.

EdUHK is an Equal Opportunities Employer.