

**Project Officer (Ref: 2500609)**  
**The Joseph Lau Luen Hung Charitable Trust Asia Pacific Centre for Leadership and Change**

The appointee will provide administrative and project management support for the general operations of the Centre.

Key responsibilities include supporting the administration of new research grants and initiatives, assisting in bidding for and managing new PFPs and other funded programs, and coordinating meetings with tasks such as preparing minutes, presentations, and statistical reports. The role also involves designing promotional and learning materials, managing event logistics for on-campus and off-campus activities, and liaising with internal and external stakeholders, including academic staff, government bodies, and partner institutions. Additional duties encompass handling procurement procedures and financial documentation in compliance with university policies, supervising student helpers, providing secretarial support for Centre-related committees, and performing any other duties as assigned by the Centre Directors.

Applicants should possess a Bachelor's degree and several years of relevant work experience, preferably in the educational sector or project management. High proficiency in written and spoken English and Chinese (Cantonese and Putonghua), strong organizational, interpersonal, and leadership skills. The ideal candidate will be proactive, detail-oriented, and self-motivated with the ability to multitask under tight deadlines. Proficiency in Microsoft Office and other IT tools is required; experience in website development and management will be an advantage. Immediate availability is preferred.

The initial appointment will be for a period of 1 year, depending on the appointee's qualifications and experience, and with the possibility of renewal subject to mutual agreement.

Further details about APCLC are available at <http://www.eduhk.hk/apclc>.

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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 **on or before 24 June 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.

Further information about the University is available at <http://www.eduhk.hk>.

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