

**Project Officer (Ref: 2500744)**

**Global Institute for Emerging Technologies – Future Team**

**[Appointment Period: 12 months, renewable during the funding period]**

The appointee will be responsible for supporting the Global Institute for Emerging Technologies – Future Team (GIET-FT), under the Academy for Applied Policy Studies and Education Futures (AAPSEF).

He/she will assist GIET-FT in:

- Organizing and overseeing diverse events and promotions for GIET-FT and its programs;
- Initiating and energizing collaborations at multiple levels and establishing robust networks in Hong Kong, the Greater Bay Area, and globally;
- Managing daily operations for GIET-FT, including program orientation sessions, international conferences/symposiums/workshops, multi-channel promotions, funding and project reports, meeting minutes, and any logistics;
- Managing training programs, degree courses, and cooperative labs, handling cooperation signing, publicities, and recruitments;
- Assisting GIET-FT with fund raising and partners seeking; and
- Monitoring and evaluating any project progress and effectiveness, as well as performing any research, development and admin duties assigned by the Co-Director or her delegate(s).

The appointment will be for a period of 12 months, with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's degree in fields such as marketing, communications, or management (in educational settings), preferably with relevant post-qualification full-time working experience in marketing and communications. Working experience in education or tertiary institutions is preferred. They should possess high proficiency in both written and spoken English and Chinese (Cantonese and Putonghua). Proficiency in common office software such as Microsoft Office and project management tools (e.g., Trello, Asana) is also required. Candidates should excel at teamwork, demonstrate professionalism and clarity in communication with stakeholders, be attentive to details, and have a strong sense of responsibility. He or her should also be self-motivated, mature, able to work independently and adaptable to changes. Experience in coordinating event/ projects with universities/ organizations in Mainland China will be an advantage.

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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 **16 July 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. 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.**