

Project Manager (Ref: 2500804)

Project Aspire

Description of the job advertisement. Project Aspire is a special unit of The Education University of Hong Kong that aims to provide longitudinal and all-rounded support to Autism Spectrum Disorder (ASD) students. The major objective of Project Aspire is to offer various activities for ASD students, their parents and teachers in order to enhance the competences of these students in academic pursuit and integration into school and work life.

Major activities of Project Aspire include (i) intensive social skills training and consultation services to give support for ASD students and their parents at key transitional stages from kindergarten to college and university studies; (ii) tailor-made activities to meet the diverse needs of participants including ASD student training, parents and family support, and service for primary and secondary schools; and (iii) research and development of new services for the ASD community.

The appointee will serve as the team leader to take charge of the planning, development and organization of the tailor-made activities in (ii) above. He/She will play a key role in the management of social skills training, development of new service, and publicity of Project Aspire. Reporting to the Executive Director, the appointee will also be responsible for administration including finance, staffing, supervision, marketing, fundraising and committee matters.

Applicants should have a recognized degree in Social Work, preferably at Master's level, with at least ten years of experience in working with ASD students and their parents, and developing student activities in mainstream schools. They should possess relevant administrative experience at a managerial level. Applicants should be knowledgeable about the needs of ASD students and be passionate in working with them. They should have outstanding interpersonal, communication and leadership skills and be highly proficient in both English and Chinese. Applicants who have established a good network with local mainstream schools would be an advantage.

Applicants who have responded to the previous advertisement (Ref: 2500688) for the same position are under consideration and need not re-apply.

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.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](http://www.eduhk.hk/jobsopp/index.php?glang=en) and upload a full CV on or before **1 August 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>.

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