

Project Officer (Ref: 2500917)
Department of Curriculum and Instruction

The appointee will be responsible for providing executive support to the Department in academic programme development and administration; handling student and scholarship matters; assisting in organizing student learning activities; liaising with students and different parties about programme related meetings/activities/events; serving as a secretary to committees/ meetings/ working groups; preparing proposals/ papers/ reports; and carrying out any other duties as assigned by supervising officer(s). The appointment will be for a period of up to 3 years, depending on the appointee's qualifications and experience.

Applicants should have a Bachelor's Degree with several years of post-qualification work experience. They should be attentive to details, have good interpersonal and communication skills, have the ability to work independently and under pressure, and be good team players. Applicants should also be proficient in both English and Chinese (including Putonghua) and literate in computer applications, including MS Word, Excel, PowerPoint, and others (e.g., Adobe Photoshop, Illustrator, Flash, Dreamweaver, and JavaScript).

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 10% 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 **2 September 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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