

## Assistant Project Manager / Project Officer (Ref: 2501153) Centre for Classical Chinese Education

The Centre for Classical Chinese Education (CCCE) is seeking inspirational and energetic candidates as Assistant Project Manager to support its growing scope of classical Chinese educational projects and initiatives. This is an exciting opportunity for individuals who wish to contribute to dedicated teams and advance their career in the higher education.

The appointee will assist the Centre in overseeing various special projects related to classical Chinese education; initiating and coordinating large-scale events; providing quality administrative services and supporting the daily operations of the Centre as needed; liaising with local schools, community partners, internal and external departments; preparing reports and proposals; supporting the Centre's promotion initiatives; coordinating outreach activities; travelling outside of Hong Kong and undertaking work as assigned by the University, where necessary; and performing any other duties and projects as assigned by the supervisor(s). The initial appointment will be for a period of 12 months, with the possibility of renewal subject to mutual agreement and fund availability.

Applicants should have a Bachelor's Degree with at least 7 years of post-qualification full-time working experience at the executive level. Strong communication, interpersonal and organizational skills, excellent writing and problem-solving skills are essential. They should be highly proficient in both English and Chinese (including Putonghua), a good team player, attentive to details and be able to work under strict timelines. Experience in organizing large-scale events and ample experience in dealing with multi-tasks will be an advantage. Working off-campus and outside office hours may be required. Shortlisted candidates will be invited to attend an interview and/or written test. For information about the Centre for Classical Chinese Education (CCCE), please visit https://ccce.eduhk.hk/.

Applicants with less experienced will be considered for the post of Project Officer.

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 <u>online application form</u> and upload a full CV on or before **10 November 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 <a href="http://www.eduhk.hk/jobsopp/index.php?glang=en">http://www.eduhk.hk/jobsopp/index.php?glang=en</a>.

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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