



Assistant Project Manager (Ref: 2501344)

Academy for Educational Development and Innovation

The Academy for Educational Development and Innovation (AEDI) is inviting applications for the post of Assistant Project Manager at its Central Admin Team. Responsibilities include managing the promotional efforts of taught postgraduate programmes offered by the AEDI, ensuring high-quality delivery of events and promotional materials. The appointee will also assist in the management of the AEDI's outreach and engagement efforts within and outside of Hong Kong with students, alumni, external institutes and organisations, as well as prospective donors. In addition, the appointee will also provide support towards research activities of the AEDI, particularly in terms of coordination among University units in AEDI members' research grant applications. The appointee is also responsible to perform other duties as assigned by Director of the AEDI and his delegate(s). He/She may be required to work outside normal office hours and undertake work-related trips outside of Hong Kong occasionally.

Applicants should have a Bachelor's Degree, preferably with at least 7 years of solid working experience in marketing and promotion of higher education programmes, stakeholder management and research support. Experience in donor management and donation solicitation would be a strong plus. Applicants should be proficient in both English and Chinese (including Putonghua), with strong organisational, communication and problem-solving skills. They should be detail-minded, self-motivated, and able to exercise sound judgement while working under pressure and across teams. They should be adaptable to a multi-complex tasking and fast-paced work environment, able to work under tight deadlines. Shortlisted candidates will be invited to attend a written test.

Applicants with less experience may be considered for the position of Project Officer.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. 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](#) and upload a full CV on or before **14 January 2026**. 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.

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