

Assistant Project Manager (Ref: 2600081) School Partnership and Field Experience Office

The appointee will provide comprehensive support to students in field experience, liaise with local schools/stakeholders, and build effective networks to facilitate the University's development in school/community partnerships. He/She is required to (a) assist the Office in initiating and coordinating marketing plans, professional and networking activities, seminars, large-scale events, and conferences to foster strong relationships with school and community partners, as well as stakeholders in Hong Kong and beyond, including the Chinese Mainland; (b) collaborate with local, national, regional, and international partners and communicate with internal and external stakeholders to build sustainable professional learning communities; (c) assist in developing and implementing activities that promote school and community partnerships and oversee the allocation of resources for these activities; (d) supervise a team of project staff to work on various projects and events and perform any other duties as assigned by the supervising officer(s) and the Director of School Partnership and Field Experience. The appointee may be required to work outside normal office hours. The initial appointment will be for a period of 24 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 working experience, preferably at the executive level in the tertiary education sector. They should demonstrate strong multi-tasking and project management skills, problem-solving ability, a proactive work ethic, and attention to detail. They should also have high proficiency in English and Chinese (Cantonese and Putonghua), excellent interpersonal and communication skills, and the ability to work independently and under pressure. A high level of computer literacy is expected. Experience and track record in handling large-scale events will be an advantage. Shortlisted candidates will be invited to attend an interview and/or written test.

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](#) and upload a full CV on or before **20 February 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.

Further information about the University is available at <http://www.eduhk.hk>.

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