

**Project Assistant (Ref: 2600191)
Centre for Chinese and Multilingual Education Development**

Project Title: EdUHK - Tencent JoyLearning PTH Journey

[Appointment Period: 6 months]

The appointee will be responsible for providing administrative support for a Putonghua teaching and learning project. Main duties include: 1) general administrative assistance: provide assistance with various administrative tasks related to project operations, including organising and coordinating activities, handling general inquiries, etc.; 2) internal and external liaison: liaise with internal and external stakeholders (including schools, organisations, and suppliers) to organise onsite/ online events and promote the project, and coordinate meetings to ensure effective communication and collaboration; 3) financial management: assist with financial aspects of the project, such as preparing activity quotations, managing financial procedures, and ensuring accurate budgeting; 4) administration: assist in preparing documents and reports, including the final project report, press releases, promotional materials, etc.; 5) any other duties as assigned by supervisors.

Applicants should have a Bachelor's degree, preferably with some relevant post-qualification working experience in tertiary institutions. Prior experience in event coordination and supporting educational development in schools would be an advantage. They should be highly proficient in Chinese (including Cantonese and Putonghua) as well as in written English, have a strong attention to detail, self-motivation, excellent communication and organisational skills, and the ability to work effectively both independently and as part of a team.

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 [online application form](#) and upload a full CV on or before **8 May 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>.

EdUHK is an Equal Opportunities Employer.

