

Project Assistant (Two posts) (Ref: 2600420)
Department of Education Policy and Leadership

The appointee will be responsible for providing executive support to the Department in academic programme administration and departmental activities. The appointee will oversee the programme development, manage student admissions, and ensure the smooth operation and quality assurance of the program. He/she also require to provide secretarial support to committees, draft reports, papers, and proposals, organize workshops, manage scholarships and alumni organizations, coordinate co-curricular activities and any other duties as assigned.

Applicants should have a Bachelor's Degree, preferably with relevant post-qualification work experience. Exceptional communication, interpersonal, leadership, and problem-solving skills are essential. Candidates must be proficient in both English and Chinese (with Putonghua as an additional advantage) and adept in various computer applications. The ability to work independently and as part of a team, with a strong attention to accuracy and detail, is expected. Preference will be given to those with prior experience in local tertiary education institutions.

For information of the Department, please visit this website: <https://www.eduhk.hk/epl/en/>

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 **7 July 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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