

Project Officer (Ref: 2600528)
Department of Early Childhood Education

The Department of Early Childhood Education (ECE) is seeking elite and professional administrators with some experience in local higher institutions.

The appointee will be responsible for providing administrative support to the ECE's taught postgraduate programme, including admissions, student affairs, and quality assurance; coordinating matters related to various departments and teaching staff; assisting in organising academic activities and events; assisting in programme marketing, including producing promotional materials and managing social media accounts; handling inquiries and providing assistance to students; travelling outside of Hong Kong and undertaking work as assigned by the University, where necessary; and performing any other duties as assigned by the programme leaders.

The appointee will also be required to work closely with internal and external parties in discharging the responsibilities and to perform other duties as assigned by the Head of Department or his/her delegate(s).

Applicants should have a Bachelor's degree with several years of relevant post-qualification working experience, preferably including 2 years of solid administration experience in academic programmes in local tertiary institutions. Familiarity with visual and digital equipment, social media platform management, and creative software will be an advantage.

All applicants should have excellent command of both written and spoken English and Chinese (including Cantonese and Putonghua); good management and interpersonal skills; and be attentive to details. They should be adaptable to a multi-tasking work environment, be able to work under tight deadlines, and demonstrate the ability to work both independently and as a team.

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 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.

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

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