

Project Officer (Ref: 2600526)
Department of Psychology

The appointee will be responsible for providing administrative support to academic programme development and the operation of postgraduate programme; coordinating student admission and quality assurance exercises; arranging meetings and serving as secretary in meetings; writing reports and proposals; translating documents; handling student and scholarship matters; liaising with students, programme personnel and external bodies; assisting in organizing programme and student activities; handling finance-related and staffing-related issues; and carrying out other job duties as assigned by supervisors.

Applicants should have a Bachelor's Degree, preferably with several years of post-qualification working experience in tertiary institutions. Those with solid programme administration experience are highly desirable. They should be proficient in written and spoken English and Chinese (including Putonghua), and possess strong interpersonal, time management, organizational and IT skills. They should also be a good team player, attentive to details, self-motivated and able to work under strict timelines.

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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