

Part-time Project Officer

Supported by Tin Ka Ping Foundation, the Department of Journalism and Communication will conduct a two-year project titled "Hong Kong Intangible Cultural Heritage and IPMAN Ving Tsun." We are now seeking to appoint a high calibre candidate to the position of Part-time Project Officer for the project.

Major Responsibilities

- Assist the project coordinator to complete the project;
- Liaise with internal and external parties for related matters;
- Organize workshops and events, mostly for primary and secondary school participants;
- Manage the project website, Facebook and other publicity materials;
- Provide general clerical support, including handling daily correspondence, procurements, documents, filing and final report of the project;
- Perform any other duties assigned by the project coordinator.

Requirements

- A diploma/degree with at least 3 years of work experience, preferably in administration, project co-ordination or any related fields
- Good interpersonal, presentation and communication skills;
- Mature, self-motivated, able to work independently and meet tight deadlines;
- Good command of English, Cantonese and basic Putonghua;
- Proficient in Microsoft Office and Chinese Word Processing;
- Immediate available is highly preferred;

The Appointment commences in Mid-May 2023 to Late December 2023, with the possibility of renewal, subject to mutual agreement. The remuneration package will be commensurate with qualifications and experience.

Application Procedure

Applicants should send a completed application form, together with a cover letter and curriculum vitae to Dr. Kaman Lee via [mylai@hksyu.edu].

Application form can be obtained at:

<https://www.hksyu.edu/en/snippets/external-vacancy>

Only shortlisted applicants will be contacted. The information provided will be used solely for recruitment-related purposes. All applications will be destroyed after the recruitment exercise.

Deadline

Until the position is filled.