

Project Manager

Department of Counselling and Psychology

The appointee will work on a project named “Provision of Services for Basic, Advanced and/or Thematic Courses for Teacher Professional Development on Catering for Students with Special Educational Needs for the 2024/25, 2025/26 and 2026/27 School Years”, to assist the program coordinator in overseeing teaching professional development courses for students with special educational needs.

The appointee(s) is expected to commence employment in August 2024.

Responsibilities

- Overseeing the executing management and administrative functions of the project, ensuring the smooth operation of the project, related committees, functions, and events, as well as maintaining the effectiveness and efficiency of the implementation
- Liaise with key internal and external stakeholders, including the Senior Management, project team members, and scholars, and perform other duties as assigned

Requirements

- Master's degree in a relevant subject discipline, such as special education, educational psychology, counselling psychology, clinical psychology and psychology
- Familiar with local mainstream school setting, and have substantial working experience in supporting students with SEN,
- Strong leadership and coordination skills to manage projects in team settings, experience in staff supervision, conflict resolution, sensitivity to confidential matters, and the ability to handle challenging situations tactfully, strong presentation and negotiation skills to liaise with internal and external stakeholders
- High proficiency in written and spoken English and Chinese.

The appointment is contract-based and renewable upon mutual agreement. For enquiries, please contact Ms. Twinkle Lam via e-mail: sclam@hksyu.edu

Application Procedure

Applicants should send a letter of application together with curriculum vitae to the following address or by email:

Ms. Twinkle Lam

Department of Counselling & Psychology
Hong Kong Shue Yan University,
10 Wai Tsui Crescent,
Braemar Hill, Hong Kong

E-mail: sclam@hksyu.edu

Only shortlisted candidates will be contacted. Personal data collected will be used for staff recruitment purposes only.