

**For HKU (EEE & HKU) (2<sup>nd</sup> Re-post)**

**Assistant Project Manager** in the HKU e-Learning Development Laboratory, Department of Electrical and Electronic Engineering, the University of Hong Kong (Ref.: 201901-02c) (for 1 year from March 2020, with the possibility of renewal).

Applicants should possess (i) Bachelor degree or equivalent; (ii) relevant working experience on managing educational projects.

The appointee will be responsible (i) To coordinate with the schools and the team includes: need analysis, project planning and executing, regular monthly meeting, class observations, workshops; (ii) To be person-in-charge for 12-13 primary and secondary schools; (iii) To assist project manager to monitor the project and fulfill the project deliverables; (iv) To organise the Territory-wide dissemination event; (v) To be the person-in-charge for Learning and Teaching Expo booth to share good STEM cases; (vi) To prepare the customized consultant report for 12-13 schools (each person).

A competitive salary commensurate with qualifications and experience will be offered, in addition to annual leave and medical benefits. The University places great emphasis on staff development to help staff develop potential, and has in place a variety of development opportunities catered for staff at different stages of career development.

**Applicants should send a completed application form together with an up-to-date C.V. to (wtfok@eee.hku.hk).** Application forms (341/1111) can be obtained at <http://www.hku.hk/apptunit/form-ext.doc>. Further particulars can be obtained at <http://jobs.hku.hk/>. **Review of applications will continue until *February 15, 2020*.** The University thanks applicants for their interest, but advises that only shortlisted candidates will be notified of the application result. The University is an equal opportunity employer