



JOB VACANCY

- Post Title :** Project Officer
- No. of Vacancies :** One
- Division :** Teacher Professional Development
- Responsible to :** Associate Director
- Job Scope :**
1. To assist the Associate Director on the design and implementation of gifted education training programmes for teachers;
 2. To assist the Associate Director in the wider development of training resources for teachers in gifted education.
- Main Job Responsibilities :**
- a) planning, coordinating, administering, monitoring and evaluating the development and implementation of programmes including, talks, seminars, workshops and courses for teachers;
 - b) liaising and collaborating with appropriate organizations, including universities, to deliver training support for teachers;
 - c) Assist in identifying and editing resource materials for online learning platforms and Academy publications;
 - d) Contribute material to the development of the Academy website;
 - e) Prepare reports for the Associate Director on all directly related activities;
 - f) Provide, when required, secretarial support to committees and task groups and prepare documents for correspondence, agendas and meeting minutes.
- Entry Requirements :**
- i) A Hong Kong degree or equivalent; a Postgraduate Certificate in Education or equivalent would be an advantage;
 - ii) At least four years post-degree work experience in related fields of



- education (possibly as a teacher) and/or project management;
- iii) Excellent oral and written communication skills in Chinese and English; ability to speak Putonghua will be an asset;
- iv) Excellent proficiency in using a variety of ICT packages (especially MS Office Applications)

**Essential Skills
and Abilities :**

- Proven organisational skills and attention to detail
- Ability to work accurately under pressure to tight deadlines
- Strong team spirit, high sense of responsibility and self-motivation
- Ability to use own initiative and to work independently, efficiently and with flexibility and creativity
- A “can do” approach to work
- Ability to seek solutions as well as identifying problems
- Ability to prioritise own workload to meet service requirements
- Ability to follow tasks and projects through to a conclusion and to communicate outcomes
- Mastery of data collection, data analysis and data interpretation and report writing skills

**Terms of
Appointment :**

The successful candidate will be offered a permanent post, though continuous employment will be subject to mutual agreement and good performance. The Academy offers a competitive salary for good candidates. Fringe benefits include annual leave, medical and dental insurance.

How to Apply :

Interested persons are invited to send their applications together with a detailed resume, present and expected salary to **The Hong Kong Academy for Gifted Education, Room E302, Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Hong Kong** or general@hkage.org.hk.

Candidates should clearly mark the position applied for on the envelope. All information provided will be treated in the strictest confidence. Suitably qualified and experienced individuals are invited to apply by sending

- your full resume stating present and expected salary and availability;



香港資優教育學院 The Hong Kong Academy for Gifted Education

REC/JA/PO100227

and

- a detailed covering letter (of not more than two pages) outlining key achievements and explaining why you are well qualified to meet the requirements of the relevant post.
- **Applications should be made in English**
- Clearly specify the position applied for on the envelope (top left).

Applications should be sent to **The Hong Kong Academy for Gifted Education, Room E302, Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Hong Kong** or general@hkage.org.hk not later than **12 March 2010**.

All information provided will be treated in the strictest confidence. Candidates who are not invited for an interview within ten weeks from the closing date should regard their applications as unsuccessful. For further details, please visit the Academy website at www.hkage.org.hk or contact Miss Chow on 3698 4103 or via email ymchow@hkage.org.hk

The Academy reserves the right not to make an appointment of the posts advertised.

Enquiry : Miss Chow at 3698 4103 or ymchow@hkage.org.hk

Closing Date : **12 March 2010**