



香港浸會大學
HONG KONG BAPTIST UNIVERSITY

FACULTY OF SOCIAL SCIENCES

Hong Kong Baptist University has been awarded funding in relation to the Job Creation Scheme under Anti-epidemic Fund 2.0 of the Government to create employment opportunities.

The Faculty now invites applications for the following position:

Project Coordinator – Knowledge Transfer Activities (PR0141/20-21)

Duties:

- Assist in activities related to the promotion of departmental research to the community including planning, coordination and execution of outreach activities;
- Collect and analyse feedback data on the activities; and
- Provide operational support to the Department.

Applicants should possess a recognised relevant bachelor's degree with some relevant experience. Candidates should have good interpersonal, communication and organisational skills; and a good command of English and Chinese. Proficiency in Putonghua will be an advantage.

As stipulated by the Government, applicants should be **Hong Kong permanent residents**. The Faculty may appoint candidates to positions different from what they have applied for to suit its operational needs.

Appointment will be offered on a fixed-term contract of three months commencing as soon as possible.

Application Procedure:

Applicants are invited to submit their applications at the HKBU e-Recruitment System (jobs.hkbu.edu.hk). Those not invited for interview 8 weeks after submission of application may consider their applications unsuccessful. Details of the University's Personal Information Collection Statement can be found at <http://hro.hkbu.edu.hk/pics>.

The University reserves the right not to make an appointment for the posts advertised, and the appointment will be made according to the terms and conditions applicable at the time of offer.

Review of applications is ongoing and will continue until the position is filled.