



## JOB DESCRIPTION

- Post Title :** Project Officer (Till 30 November 2020)
- Division :** Affective Education Division (AED)
- Responsible to :** Head of Affective Education
- Job Scope:**
1. The appointee will be responsible for assisting the Head of AED in strategic planning, implementation and evaluation of the Hong Kong Jockey Club Charities Trust funded project, "Gifted in Bloom - Harmony in Heart & Mind";
  2. To develop, coordinate and deliver new/existing affective education programmes in diverse form of services such as courses, workshops, seminars, consultations, support for student learning and other means as appropriate;
  3. Assist in monitoring, reporting and quality enhancement of programmes;
  4. Manage and lead various JC Programme projects and events.
- Main Job Responsibilities :**
1. Develop and coordinate new affective education programmes;
  2. Review current practices focusing on quality enhancement of existing programmes and render support to dissemination and piloting of new programmes;
  3. Provide professional support, training and consultation to stakeholders including teachers, parents and students;
  4. Provide professional inputs to the implementation of project initiatives on teaching and learning effectiveness of affective programmes, and, where appropriate, serve on relevant working groups;
  5. Collect and analyse data to consolidate project and programmes' experiences and findings into publications for dissemination;
  6. Facilitate project's engagement in quality audits, including preparing the academy's submission, follow-up action plan and progress report;
  7. Monitor the quality of service and ensure the code of ethics is followed by service providers;



8. Liaise and collaborate with institutions and organizations as appropriate;
9. Liaise with parents and education practitioners to understand the impact of program to gifted students in relation to the project;
10. Perform any other duties as assigned within the Job Scope

**Essential  
Requirements**

- a. A recognised degree or equivalent, candidates who have qualification in education, counselling, psychology or social work would be an advantage;
- b. At least four years post-qualification related work experience;
- c. Experience in project planning and implementation;
- d. Experience in organizing educational seminars and conferences;
- e. Good interpersonal and communication skills;
- f. Proficiency in using a variety of IT packages (MS Office Applications as Outlook, Word, Excel and Power Point).

**Terms of  
Appointment :**

The successful candidate will be offered a short-term contract till 30 November 2020 of the Jockey Club (Jockey Club “Gifted in Bloom – Harmony in Heart & Mind”) Programme upon successful completion of a one-month probationary period.

*\*For the protection of children and mentally incapacitated persons, prospective employees are requested to undergo a Sexual Conviction Record Check. Data collected will be used for recruitment purpose only.*

**How to Apply:**

Suitably qualified and experienced individuals are invited to apply by sending

- a completed application form which is obtainable by downloading from: <https://www.hkage.org.hk/en/about-us/job-vacancies>
- a full resume stating **present and expected salary** and **availability**;
- 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** and should clearly specify the position applied for with job reference number on the envelope (top left). Completed applications should be sent to:

**HR Team, Room 401, Corporate Services Division, The Hong Kong Academy for Gifted Education, Sha Kok Estate, Shatin, New Territories, Hong Kong** or emailed to [general@hkage.org.hk](mailto:general@hkage.org.hk)

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. All personal data will be kept for a period of 24 months from the application closing date and will be destroyed afterwards.

**Enquiry :**

For further details, please visit the Academy website at <https://www.hkage.org.hk> or contact Miss Siu at 3940 0122 or via email [general@hkage.org.hk](mailto:general@hkage.org.hk)

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

**The HKAGE is a subvented non-governmental organisation, to advocate and provide support services for gifted students, teachers and parents.**

**Closing Date: 14 August 2020, 5:00pm**