



## JOB DESCRIPTION

**Post Title :** Officer (Research)

**Division :** Research Division

**Responsible to :** Head (Research)

**Job Scope :**

1. To be responsible to the Head (Research) for the effective discharge of all duties;
2. To conduct survey, programme evaluation projects, and research studies;
3. To prepare statistical reports, evaluation reports and research papers;
4. To update and maintain administrative database.

**Main Job Responsibilities :**

1. Conduct research on issues related to gifted education, and prepare research papers and presentations on key findings;
2. Evaluate activities undertaken by the HKAGE, including its projects, programmes and courses;
3. Prepare statistical data and evaluation reports concerning the activities of the HKAGE; including recommendations for improvement of quality delivery where appropriate;
4. Provide research support to all Divisions as required, including information search, design of research studies, data collection, data analysis, data interpretation and report writing;
5. Update and maintain the administrative database and records;
6. Provide administrative support as needed.



- Requirements :**
- a. A good degree from a recognized Hong Kong university, or equivalent; major in Statistics, Mathematics, Computer Sciences preferred;
  - b. At least three years' work experience with two years in quantitative research experience, preferably in an educational environment; a higher research degree (M. Phil) will be an advantage.
  - c. Experience of collecting, analyzing and drawing precise conclusions from data, and of writing precise, concise and clear reports;
  - d. Experience in statistical packages (such as R and SPSS);
  - e. Advanced Excel skills and VBA experience will be a plus;
  - f. Excellent communication skills (oral and written) in Chinese and English; ability to speak Putonghua will be preferred;
  - g. Good proficiency in using a variety of ICT packages (MS Office Applications such as Word, Power Point and Access)

**Terms of Appointment :**

The successful candidates will be offered an initial term of two years. Re-appointment will be subject to mutual agreement and good performance. The Academy offers a competitive salary for good candidates. Fringe benefits will be offered according to the job grade of prevailing policy.

*\*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.\**

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.



**How to Apply :**

**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:

**The Hong Kong Academy for Gifted Education, Room 401, Corporate Services Division, 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.

**Enquiry :**

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

**Review of applications will start as soon as possible and this recruitment exercise will continue until the post is filled.**

**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, as well as their teachers and parents.**