Guide to Appointment

PROJECT MANAGER (OPEN TEXTBOOK PROJECT)

Entry Requirements:

a) A recognized degree with at least 6 years’ post-qualification experience in project management or administration, a higher degree is preferred;
b) A good command of Chinese and English (including Putonghua and Cantonese);
c) Skills at the effective use of information and communication technology; and
d) Knowledge of copy-editing and publication will be a definite advantage.

Major Responsibilities:

a) To ensure the smooth development of the online platform and textbooks;
b) To undertake marketing and promotion of open textbooks; and
c) To undertake other duties and responsibilities as assigned by supervisors.

Remuneration Package (for reference only – subject to change)

Monthly Basic Salary : HK$34,575 – HK$54,665

Contract-end Gratuity : 10% of total basic salary over the contract period, payable upon satisfactory completion of the contract. The gratuity payable shall be inclusive of the total monthly contributions made by the University as an employer to the MPF Scheme or the ORSO Sub-Scheme

Monthly Composite Cash Allowance : 5% of monthly basic salary, capped at the mid-point of the salary scale (applicable to a 2-year contract only)

Other Benefits : Annual leave, medical and dental schemes and life insurance (such insurance is applicable to a 2-year contract only)

Human Resources Unit
13 September 2012