



## JOB DESCRIPTION

- Post Title :** Programme Officer
- Division :** Talent Development Division (TD)
- Responsible to :** Senior Programme Officer, Programme Manager (AL) and Head (Talent Development)
- Main Job** (Student Programme Development and Implementation – 40%)
- Responsibilities :**
1. Maintain, revamp and develop new advanced academic and learning experience programmes and curriculum, in congruence with TD framework, facilitation of Whole Person Development and 21<sup>st</sup> Century competencies;;
  2. Design, coordinate and coach students with their advanced learning experiences to foster the interest and confidence in project-based, collaborative and self-directed learning through a wide range of programmes;
  3. Facilitate theme/group based academic advising programmes and services to advance students' leaning competences and outcomes through identifying different learning pathways, advanced learning opportunities and personal aspirations;
  4. Explore opportunities and support students' participation in advanced local, regional and international competitions and learning experiences;
  5. Draft and process programme proposals, collaborative agreements, procurement documents and promotional materials, search, liaise and guide SPs, implement student placement screening measures and criteria;
  6. Manage programme information, schedule and implementation which include enrolment processing, enquiries and record management;
  7. Administer and monitor on and off campus programme activities, coordinate local and overseas learning programmes and activities,



supervise and support SPs, manage Satellite Centres access and usage, devise preventive measures and take timely action to handle emergency issues;

8. Administer and support annual educational and publicity events at divisional and academy levels to illustrate student learning, development and attainment;

**(Programme Evaluation and Quality Assurance – 40%)**

9. Construct and maintain online and print repository of all the teaching and learning materials, students' works, artifacts and learning processes for knowledge and asset management, case study, exhibition etc;
10. Maintain accountability and perform in compliance with all policies, regulations, and code of ethics;
11. Manage teaching and learning related knowledge and documentations for reflective practices, regular reporting and audit purposes.
12. Conduct class observation, participant interviews and administer feedback form and related measures for analysing and assessing learning experiences, outcome attainments, provision and facilitation effectiveness for quality assurance, regular reporting and publicity purposes.
13. Compile reports with evidence of attainments of the team's performance goals and KPIs;
14. Contribute to the knowledge hub of GE and TD through reflective practices, local/international conference participation, publishing in academic journals, news media and HKAGE publications;

**(Communication and Publicity – 20%)**

15. Maintain effective and professional communication with other teams, collaborators, SPs and related stakeholders;
16. Design and distribute programme promotional information materials, coordinate events and campaigns for showcasing student learning and achievements;
17. Contribute to HKAGE's overall publicity campaigns through publications



and event supports, etc;

18. Administer and support annual events at divisional and academy levels and collaboration with other teams and divisions;
19. Ensure compliance with guidelines and policies in all aspects of practices, services and provisions.
20. Be flexible to ad-hoc duties and assignments as required.
21. Perform any other duties as assigned by the respective Senior Programme Officers, Programme Managers and Division Head.

**Requirements :**

- a. A bachelor's degree from a recognized university or equivalent. Candidate with a relevant degree in sciences, STEAM, and/or engineering will be a definite advantage;
- b. Candidates must possess at least 4 years post-degree work experience;
- c. A higher degree (MPhil, MSc, EdD and/or PhD) is welcome but not a must;
- d. Work experiences relating to teaching and learning, coaching, training, counselling, academic programme design, courses and instructional design, mentorship, community and/or industrial partnership, project coordination and/or management, programme administration, publicity and event management are preferred;
- e. Experiences in education and/or social services related to children, youth, parents, teachers and/or schools are an advantage;
- f. Knowledge and experience in proposal, report writing and/or research are an asset;
- g. Proficiency in English and Chinese (both written and verbal) with effective communication skills is essential; the ability to communicate in Putonghua is an asset;
- h. Proficiency in using the latest technologies and a variety of ICT applications and tools such as MS Office, Adobe, video conference and interaction tools, LMS, online teaching, social media, ICT and electronic publications) is a plus.

**Remarks :**

- Shortlisted candidates will be invited to attend a written test.



- Occasionally shift and Saturday duties may be required for the post whereas Time off in Lieu (TOIL) compensation may apply, subject to approval according to related guidelines and policies.

**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.\**

**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:

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

All information provided will be treated in the strictest confidence.

Review of applications will start as soon as possible and this recruitment exercise will continue until the post is filled. 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 12 months.

**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 [recruitment@hkage.edu.hk](mailto:recruitment@hkage.edu.hk)



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