

COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION

Founded by The Hong Kong Polytechnic University (PolyU), the *College of Professional and Continuing Education (CPCE)* oversees the operations of the *Hong Kong Community College*, offering quality sub-degree programmes for secondary school leavers; and the *School of Professional Education and Executive Development*, offering professionally oriented academic award programmes for persons at various stages of their career, including top-up degree awards for associate degree and higher diploma graduates.



School of Professional Education
and Executive Development
專業進修學院



The College now invites applications for the following post:

Hong Kong Community College (HKCC)

Project Assistant (Ref. 170825-02)
[Appointment period: three years]

Duties

The appointee will assist the Project Associate in the Education Bureau (EDB) funded project (“Project”).

He/She will be required to:

- (a) assist in planning, development and implementation of local internship programmes and support services for students;
- (b) assist in promoting the Project through various publicity means including publication of brochures, leaflets and promotional videos;
- (c) provide administrative support to the Project;
- (d) assist in liaison with academic and administrative units / officers of CPCE, PolyU, other educational institutions and professional organisations; and
- (e) perform any other duties as assigned.

The appointee may be required to work outdoor, on weekends and public holidays.

Qualifications

Applicants should have:

- (a) an honours degree;
- (b) the ability to work independently, proactively and to handle multiple tasks;
- (c) a good command of written and spoken English and Chinese;
- (d) good knowledge of computer applications such as Word, Excel, PowerPoint, Access, Adobe Photoshop, Chinese and English Word Processing, and social media; and
- (e) good communication and interpersonal skills.

Remuneration and Conditions of Service

Salary offered will be commensurate with qualifications and experience. Initial appointment will be made on a two-year contract. Re-engagement thereafter is subject to mutual agreement.

Application

Please complete the job application form which is available on http://www.cpce-polyu.edu.hk/chro/app_form/ and quote the reference number, unit and post in the application. Completed application forms should be returned to the **Human Resources Office, College of Professional and Continuing Education, Room 1710, 17/F, PolyU Hung Hom Bay Campus, 8 Hung Lok Road, Hung Hom, Kowloon** by post/fax (2364 0098)/e-mail (huoffice@cpce-polyu.edu.hk). Recruitment will continue until the position is filled.

Note: College of Professional and Continuing Education Limited is an affiliate of The Hong Kong Polytechnic University.

August 2017