

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:

School of Professional Education and Executive Development (SPEED)

Programme Manager (Ref. 180928-02) [Re-advertisement]

Duties

The appointee will (a) assist the Assistant Programme Director in planning and implementing activities related to student employability projects; (b) assist in leading the School employability team and monitor various student employability projects; (c) establish proactive liaison with employers and other relevant stakeholders; (d) pursue increased international career opportunities through collaboration with overseas partners; (e) manage the Graduate Survey exercise, e.g. design questionnaires and conduct survey, and (g) perform any other duties as assigned.

The appointee may be required to work on shift duties. He/she may take up assignments and work outside Hong Kong occasionally.

Qualifications

Applicants should have (a) a recognised degree, preferably in Human Resources Management or related disciplines; (b) at least seven years' post-qualification experience in sizable organizations with solid experience in the areas of career services, graduate recruitment and development; (c) well-established industry connections with various sizable corporations; (d) strong project management, team management, analytical, organizational and communication skills; (e) proactive attitude and the ability to work under pressure; (f) an excellent command of written and spoken English and Chinese, and (g) good knowledge of software applications (e.g. MS Office) and data management; proficiency with digital and social media tools.

Shortlisted candidates may be invited to sit for a written test.

[Applicants who have responded to the previous advertisement earlier need not re-apply.]

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/. For applicants who wish to provide a separate curriculum vitae, they should still complete the job application form for facilitating the recruitment process. 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) on or before **Saturday, 13 October 2018**. Applicants who are not invited to an interview within two months of the closing date may consider their applications unsuccessful.

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

September 2018