

## 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. 181012-02)

**[Appointment period: twenty-one months]**

#### Duties

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

He/She will (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) liaise with departments of PolyU and other educational/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

Salary offered will be commensurate with qualifications and experience.

#### Application

Please complete the job application form which is available on [http://www.cpce-polyu.edu.hk/chro/app\\_form/](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](mailto: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.

October 2018