COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION

Dean’s Office

Post Specification

Senior Administrative Officer / Administrative Officer (Ref. 130809-01)

Duties

The appointee will be required to:

(a) manage and provide support to committees and/or task forces;
(b) assist in planning and organizing events, exhibitions and ceremonies;
(c) prepare marketing communication materials, newsletters and publications;
(d) prepare/edit/proof-read/translate documents such as articles, speeches, reports, etc. for internal and external communication;
(e) liaise with media and public relations activities;
(f) assist in the development of website of CPCE and update its content; and
(g) perform any other duties as assigned.

Qualifications

Applicants should have:

(a) a recognised degree;
(b) at least five years’ of solid administrative/specialist and supervisory experience;
(c) an excellent command of written and spoken English and Chinese;
(d) good interpersonal and communications skills;
(e) strong organizational skills and be dynamic; and
(f) the caliber of a team leader as well as a team player.

Preference will be given to those with working experience in tertiary institutions or similar organizations. Shortlisted candidates may be invited to sit for a written test. Applicants with less experience will be considered for the post of Administrative Officer.

Remuneration

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.

August 2013