

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 (HKCC)* which offers quality sub-degree programmes for secondary school leavers and the *School of Professional Education and Executive Development (SPEED)* which offers 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. There are four Academic Divisions in CPCE, namely Division of Business and Hospitality Management, Division of Languages and Communication, Division of Science, Engineering and Health Studies and Division of Social Sciences, Humanities and Design.



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



The College now invites applications or nominations for the following post:

Head of Division of Social Sciences, Humanities and Design (Ref. 210108-01)

The successful candidate will be appointed as Principal Lecturer, commensurate with his/her qualifications and experience, and hold a concurrent division headship appointment. This headship appointment is normally for a term of three years, subject to renewal.

Job Functions

Reporting to the Dean of CPCE, the appointee will be required to:

- (a) provide effective leadership in the development of long-term strategies and plans of the Division, in alignment with the College's strategic plan, and provide leadership, coaching and support to all staff members in the Division in pursuit of the planned objectives in a high-quality and cost-effective manner;
- (b) work with HKCC and SPEED in the administration, development, programme validation, quality assurance and promotion of programmes;
- (c) ensure a high quality of teaching in the Division;
- (d) promote scholarly work in the Division;
- (e) work with HKCC and SPEED to ensure holistic development of students, and align the Division's programmes with the needs of the community;
- (f) establish and maintain contacts with local and overseas industries, professional bodies and organizations for opportunities and collaboration in education, scholarly work and knowledge transfer;
- (g) ensure optimal deployment of human, financial and other resources in the Division, and
- (h) undertake other responsibilities and tasks as may be assigned by the Dean of CPCE from time to time.

The appointee may station at different campuses and be required to take up assignments and work outside Hong Kong occasionally.

Qualifications

Applicants should normally possess:

- (a) a doctoral degree in related disciplines;
- (b) substantial years of teaching, research and management experience;
- (c) a demonstrated commitment to excellence in teaching;
- (d) a good research track record in specialized areas;

- (e) proven qualities of academic leadership relating to programme management and development, and demonstrated ability to build up a strong team of faculty members;
- (f) an outstanding level of knowledge, skills and competence of the appropriate academic or professional discipline;
- (g) strong connection with industries, professional bodies, and public organizations, and
- (h) excellent communication and leadership skills.

Remuneration and Conditions of Service

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

Application and Nomination

Applicants are invited to send curriculum vitae with the names and addresses of three references, and direct any enquiries to the **Search Committee for the recruitment of Division Head of Social Sciences, Humanities and Design, c/o 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** [Email: search.committee@cpce-polyu.edu.hk], quoting the post being applied for and the reference number. **Recruitment will continue until the position is filled. Initial consideration of applications will commence in end of February 2021.** Candidature may be obtained by nominations. Nominations can be sent directly to the Human Resources Office by e-mail as mentioned above. The College reserves the right to make an appointment by invitation or not to fill this post. General information about the College is available on the CPCE's Homepage <http://www.cpce-polyu.edu.hk/cpce/>. The College Personal Information Collection Statement for recruitment can be found at <http://www.cpce-polyu.edu.hk/chro/content.php?cms=878>.

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

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