

## 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. For enquiries/further information, please contact Mr Raymond Chow at 3746 0473 or via email [ccrchow@hkcc-polyu.edu.hk](mailto:ccrchow@hkcc-polyu.edu.hk).

### Hong Kong Community College (HKCC)

**Project Assistant** (Ref. 170811-01)

**[Appointment period: sixteen months]**

#### Duties

The appointee will assist the Project Coordinator in the Standing Committee on Language Education and Research (SCOLAR) funded project (“Project”).

He/She will be required to:

- (a) assist in planning and implementation of the Project;
- (b) draft and prepare reports and correspondences;
- (c) assist in planning and controlling the budget;
- (d) liaise with guest speakers and instructors of training workshops;
- (e) liaise with secondary schools and students participating in the Project;
- (f) assist in managing the work schedule of part-time staff of the Project;
- (g) coordinate and ensure the smooth operations of training workshops, outdoor activities and ceremonies of the Project;
- (h) assist in making and editing teaching materials; and
- (i) perform any other duties as assigned.

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

#### Qualifications

Applicants should have:

- (a) a recognised degree;
- (b) good proficiency in English and Chinese, especially in Chinese writing skills, and fluency in Putonghua;
- (c) a good command of Word, Chinese Word, Excel, PowerPoint and Photoshop;
- (d) good planning, organizing, communication and interpersonal skills; and
- (e) the ability to work independently and with a team.

Experience in projects and events co-ordination, as well as possession of good knowledge of drama, performing arts and Chinese culture will be an advantage. Preference will be given to those who are immediate available.

### **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/) 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](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.

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