

## 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 posts:

### CPCE Student Affairs Office

**Technical Writer (part-time) (two posts)** (Ref. 180511-02)  
[Appointment period: twelve months]

#### Duties

The appointees will be required to:

- (a) edit students' CVs and covering letters;
- (b) review students' CVs /covering letters and give advice on areas of improvement; and
- (c) perform any other duties as assigned.

#### Qualifications

Applicants should have:

- (a) a recognized degree, preferably in Languages (English and/or Chinese) or related disciplines;
- (b) at least five years of solid relevant experience in professional writing and/or editorial work;
- (c) excellent command of both written and spoken English and Chinese; and
- (d) good communication 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 **Further Studies and Career Centre of CPCE Student Affairs Office, Room 406, 4/F, PolyU Hung Hom Bay Campus, 8 Hung Lok Road, Hung Hom, Kowloon** by post/e-mail ([Kent.Chan@cpce-polyu.edu.hk](mailto:Kent.Chan@cpce-polyu.edu.hk)) on or before **Saturday, 26 May 2018**. Applicants who are not invited to an interview within two months of the closing date may consider their applications unsuccessful.

For enquiries, please contact Mr Kent Chan at 3746 0446 or via e-mail [Kent.Chan@cpce-polyu.edu.hk](mailto:Kent.Chan@cpce-polyu.edu.hk).

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

May 2018