

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)

Programme Officer (Ref. 180413-02)
[Appointment period: eighteen months]

Duties

The appointee will be required to:

- (a) assume a major role in the quality assurance (QA) matters of HKCC, such as the implementation of QA procedures, arrangement of mid-term test, examination and invigilation schedules, etc.;
- (b) assist in the central administrative work of HKCC such as student admissions, registration, student records, student development and graduation matters;
- (c) provide secretarial service to committees;
- (d) liaise with academic and administrative units of PolyU, government agencies, other educational institutions, professional organizations;
- (e) supervise junior staff;
- (f) ensure provision of professional customer service; and
- (g) perform any other duties as assigned.

The appointee may station on either of the two campuses in West Kowloon and Hung Hom Bay.

Qualifications

Applicants should have:

- (a) a recognised degree;
- (b) at least five years' relevant experience, preferably gained in the tertiary education sector;
- (c) high proficiency in English and Chinese;
- (d) excellent interpersonal skills and confidence to communicate with people from all walks of life;
- (e) good computing skills;
- (f) a mind for details; and
- (g) the calibre of a team leader as well as a team player.

A good understanding of the post-secondary education scene in Hong Kong, in particular the self-financed sub-degree sector, will be an advantage.

Shortlisted candidates may be invited to sit for a written test.

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/. 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) on or before **Saturday, 28 April 2018**. Applicants who are not invited to an interview within two months of the closing date may consider their applications unsuccessful.

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

April 2018