

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:

School of Professional Education and Executive Development (SPEED)

Project Associate (Career Development) (Ref. 171013-02)

[Appointment period: thirty-three months]

Duties

The appointee will assist the Project Coordinator in the Education Bureau (EDB) funded project (“Project”).

The appointee will be required to:

- (a) contribute to the planning and implementing activities related to student employability;
- (b) liaise and establish good relationships with business partners, and participate in industry collaborations, such as recruitment talks and job referrals;
- (c) provide all-round administrative support to the Project, such as workshops arrangement and preparation of regular management reports;
- (d) manage project-related content on social media channels;
- (e) monitor and update the content of the Work-Integrated Education (WIE) portal; and
- (f) perform any other duties as assigned.

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

Qualifications

Applicants should have the following qualifications and qualities:

- (a) a good honours degree, preferably in Business, Marketing or related disciplines;
- (b) at least three years of solid experience in recruitment industry and event management; exposure in connecting with various business parties will be an advantage;
- (c) excellent communication and interpersonal skills;
- (d) being a detail-minded person and a good team player;
- (e) be able to work independently and under pressure;
- (f) a good command of written and spoken English and Chinese; and
- (g) good computer knowledge, including MS Office applications, Adobe Photoshop and social media.

Applicants with less experience will be considered for the post of Project Assistant.

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). 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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