

## 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* which offers quality sub-degree programmes for secondary school leavers and the *School of Professional Education and Executive Development* 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 for the following post:

### CPCE Libraries

#### Assistant Librarian II (Technical Services) (Ref. 201204-06)

#### Duties

The appointee will (a) provide support for the Library acquisitions, bibliographic control and planning; (b) be responsible for the promotion and management of the Library Electronic Resources and Serials Collections; (c) assist in fostering the improvement of the services provided by the Library; (d) liaise with library vendors and binders, and (e) perform any other duties as assigned.

The appointee may be required to work on shift duties in evenings, weekends and on public holidays on either PolyU Hung Hom Bay Campus or PolyU West Kowloon Campus.

#### Qualifications

Applicants should (a) have a recognized degree and a professional qualification in Librarianship (MLS or equivalent); (b) have five years' relevant working experience in libraries, preferably in academic libraries; (c) possess good planning and organization skills with an analytical and proactive mind; (d) have the multi-task ability and be able to meet deadlines; (e) the ability to work independently and effectively within a team, and (f) have good command of written and spoken English and Chinese.

#### Remuneration and Conditions of Service

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

#### 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 separate curriculum vitae, they should still complete the job application form for facilitating the recruitment process. 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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