

## 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. There are four Academic Divisions in CPCE, namely Divisions of Business and Hospitality Management; Languages and Communication; Science, Engineering and Health Studies; and 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:

### School of Professional Education and Executive Development (SPEED)

#### Programme Officer (Ref. 190906-01)

#### Duties

The appointee will (a) provide administrative support to academic programmes and student development activities; (b) liaise with departments of PolyU and other educational/professional organizations; (c) assist in office administration and staff supervision; (d) support promotional/marketing activities and special projects; (e) provide secretarial service to committees, and (f) perform any other duties as assigned.

#### Qualifications

Applicants should have (a) a recognised degree; (b) at least five years of relevant experience, preferably gained in the tertiary education sector; (c) high proficiency in English and Chinese, and (d) good interpersonal and communication skills.

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

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

#### 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 a separate curriculum vitae, they should still complete the job application form for facilitating the recruitment process. **The closing date for application is Saturday, 21 September 2019.** 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.

September 2019