

## 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:

### Dean's Office

#### **Associate Head of Administration / Administrative Manager** (Ref. 190830-03)

#### **Duties**

Reporting to the Head of Administration, the appointee will be required to (a) provide secretarial support to various committees/panels and validation exercises for academic programmes; (b) manage quality assurance related issues; (c) facilitate internal and external communication; (d) manage events and ceremonies; (e) office management, staff development and mentoring, and (f) perform any other duties as assigned.

#### **Qualifications**

Applicants should have (a) a recognised degree; (b) at least eight years of extensive managerial/specialist experience; (c) an excellent command of written and spoken English and Chinese; (d) excellent organizational and management skills; (e) good interpersonal and communications skills, and (f) the caliber of a team leader as well as a team player.

Shortlisted candidates will be invited to sit for a written test. Applicants with less experience will be considered for the post of Administrative Manager.

#### **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, 14 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.

August 2019