

## 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. 181026-01)  
[Appointment period: eighteen months]

#### Duties

The appointee will (a) take up programme administration and serve students in daily operation; (b) assist in the planning and implementation of student development initiatives, promotional activities and special projects; (c) assist in the central administrative work of HKCC such as student admissions, registration, student records, examinations and graduation matters; (d) provide secretarial service to committees; (e) liaise with departments of PolyU and other educational/professional organizations; (f) supervise junior staff; (g) ensure provision of professional customer service, and (h) perform any other duties as assigned.

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/](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](mailto:huoffice@cpce-polyu.edu.hk)) on or before **Saturday, 10 November 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.

October 2018