

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. 190308-01)

[Appointment period: two years]

Duties

The appointee will (a) assume a major role in matters relating to admission, marketing, programme promotion, publication, student development, special events and functions; (b) liaise with departments of PolyU and other educational/professional organizations; (c) provide secretarial service to committees; (d) supervise junior staff; (e) ensure provision of professional customer service, and (f) perform any other duties as assigned.

Appointee may station on either of the two campuses in West Kowloon and Hung Hom Bay, and be required to take up assignments and work outside Hong Kong occasionally.

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, including Putonghua; (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/. 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, 23 March 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.

March 2019