

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

SPEED

The College now invites applications for the following post:

School of Professional Education and Executive Development (SPEED)

Assistant Programme Officer (Ref. 170310-02)

[Appointment period: twelve months]

Duties

The appointee will be required to:

- (a) assist the Industry Liaison Team in planning and implementing activities related to student employability and other industry collaboration projects;
- (b) approach and liaise with potential employers and other relevant parties to contribute to the success of various student employability and industry collaboration projects;
- (c) provide administrative support in the various industry liaison projects, and monitor the Graduate Survey status; and
- (d) perform any other duties as assigned.

Qualifications

Applicants should have the following qualifications and qualities:

- (a) a recognised degree, preferably in Human Resources Management or related disciplines;
- (b) at least two years' relevant experience, preferably gained in the recruitment industry and/or the tertiary education sector;
- (c) proficiency in English and Chinese;
- (d) good interpersonal, communication and analytical skills;
- (e) be able to work independently and under pressure; and
- (f) be a good team player.

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

Remuneration

Salary offered will be commensurate with qualifications and experience.

Application

Application forms are obtainable by downloading from http://www.cpce-polyu.edu.hk/chro/app_form/. Please quote the reference number, unit and post in the application. 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) on or before **Saturday, 25 March 2017**. 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 2017