

## 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)

**Project Assistant** (Ref. 180706-01)  
[Appointment period: twelve months]

#### Duties

The appointee will assist the Project Coordinator in the Education Bureau (EDB) funded project.

He/She will (a) organize and co-ordinate funding related activities, (b) liaise with secondary schools and related parties, (c) assist in the design and preparation of teaching plan and teaching material, (d) collect data and conduct analysis, (e) aid in class visits, and (f) perform any other duties as assigned.

The appointee may be required to work outdoor, on weekends and public holidays.

#### Qualifications

Applicants should have (a) a recognised degree, (b) a good command of written and spoken English and Chinese, (c) good communication and interpersonal skills, (d) sound knowledge in conducting analysis with statistical package, and (e) knowledge in supporting administrative and computer work.

Preference will be given to those with relevant experience.

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)). Recruitment will continue until the position is filled.