

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 posts:

Hong Kong Community College (HKCC)

Programme Officer (two posts) (Ref. 190830-01)

Duties

Appointees 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.

Appointees may station on either of the two campuses in Hung Hom Bay and West Kowloon.

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 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/. For applicants who wish to provide separate curriculum vitae, they should still complete the job application form for facilitating the recruitment process. Recruitment will continue until the positions are filled.

Note: College of Professional and Continuing Education Limited is an affiliate of The Hong Kong Polytechnic University.

August 2019