

## 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 post:

### School of Professional Education and Executive Development (SPEED)

**Assistant Marketing and Communications Officer** (Ref. 190906-02)

[Appointment period: twelve months]

#### Duties

The appointee will (a) assist in developing and implementing marketing and advertising plans for traditional and digital media, and (b) perform other duties as assigned.

#### Qualifications

Applicants should have the following qualifications and qualities: (a) a recognised degree, preferably in Marketing or related disciplines; (b) at least two years of post-qualification experience in marketing, public relations and communications; (c) good command of written and spoken English and Chinese, fluency in Putonghua will be an advantage, and (d) a good team player who is mature, detail-oriented and able to work under pressure.

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. **The closing date for application is Saturday, 21 September 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.

September 2019