

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:

Human Resources Office

Assistant Human Resources Manager / Senior Human Resources Officer (Ref. 170714-02)

Duties

The appointee will be required to:

- (a) provide a wide range of human resources services covering staff recruitment, compensation and benefits, training and development, etc.;
- (b) assist in the formulation and implementation of human resources policies and procedures;
- (c) assist in managing specific subject areas/projects as assigned;
- (d) provide administrative/secretarial support to committees/working groups;
- (e) coach and supervise staff; and
- (f) perform any other duties as assigned.

Qualifications

Applicants should have:

- (a) a recognised degree;
- (b) at least five years' of relevant and solid administrative/specialist and supervisory experience;
- (c) a good command of written and spoken English and Chinese;
- (d) a strong sense of commitment to work;
- (e) good analytical and communication skills; and
- (f) the calibre of a good team leader as well as a good team player.

Shortlisted candidates may be invited to sit for a written test. Applicants with less experience will be considered for the post of Senior Human Resources Officer.

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

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, 29 July 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.

July 2017