

## 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:

### CPCE Student Affairs Office (CSAO)

**Senior Student Counselling Officer**  
(carrying the concurrent post title of **Senior Student Development Officer**) (Ref. 180703-01)

#### Duties

The appointee will (a) plan and develop counselling and developmental services contributing to the holistic development of students, (b) coordinate and organise various student development activities, (c) provide counselling services to students, (d) perform any other duties as assigned.

The appointee may be offered an acting appointment as Section Head (Counselling Services) concurrently for a term of appointment of one to two years initially to manage the Section of Counselling Services of the Office. The appointee may also station on either campus, and be required to take up assignments and work outside Hong Kong occasionally.

#### Qualifications

Applicants should have (a) a recognised degree in counselling, social work or a related discipline, having a master's degree will be an advantage, (b) at least seven years' solid experience as counsellor or social worker with several years of managerial experience in an educational or a social service setting serving young adults, (c) excellent interpersonal and communication skills, and (d) a good command of both written and spoken English and Chinese, fluency in Putonghua 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/](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. Initial consideration of applications will commence in mid-July 2018.

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

July 2018