

## 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:

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

**Project Associate** (Ref. 181026-02)  
[Appointment period: twelve months]

#### Duties

The appointee will assist the Director of the Centre for Ageing and Healthcare Management Research (CAHMR).

The appointee will (a) manage the day-to-day operations of a research centre; (b) support project management; (c) organise conferences, seminars and workshops; (d) ensure compliance in all areas of research administration; (e) provide administrative support to Principal Investigator (PI), Co-investigators (co-Is), and other academic staff members associated with their research activities, and (f) perform any other duties as assigned.

#### Qualifications

Applicants should have/be (a) a good honours degree preferably in public health, health studies, statistics, data sciences, social sciences or related disciplines; (b) three years or more years of research or industrial related experience; (c) a good command of written and spoken English and Chinese; (d) strong computer skills, especially in MS Office and data analytics software, and (e) meticulous, with strong analytical, communication, and project management skills and able to work under pressure.

Preference will be given to those with knowledge or experience in data mining and health care industry.

Applicants with a master's degree but less experience will also be considered.

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)) on or before **Saturday, 10 November 2018**. 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.

October 2018