

## 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)

**Marketing and Communications Officer** (Ref. 171124-01)

[Appointment period: eleven months]

#### Duties

The appointee will be required to:

- (a) organize events and conferences;
- (b) provide marketing support to programmes offered in SPEED;
- (c) prepare marketing publications; and
- (d) perform any other duties as assigned.

#### Qualifications

Applicants should have the following qualifications and qualities:

- (a) a recognised degree, preferably in Marketing, Event Management or related disciplines;
- (b) five years' or above post-qualification experience in marketing, event management and marketing communications;
- (c) experience in copywriting and editing of school newsletters, press releases and other marketing publications;
- (d) good command of written and spoken English and Chinese;
- (e) good interpersonal and communication skills; and
- (f) be mature, conscientious, responsible, detail-oriented, able to work independently and under pressure; and be a good team player.

Applicants with 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)). Recruitment will continue until the position is filled.

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

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