

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:

Hong Kong Community College (HKCC)

Project Assistant (Ref. 181005-01)

[Appointment period: two years]

Duties

The appointee will assist the Project Coordinator in the Education Bureau (EDB) funded project.

The appointee will (a) assist in planning, designing and implementing on mobile application development; (b) monitor and update the contents of the application; (c) provide administrative and coordinative support to the team, and (d) perform any other duties as assigned.

The appointee may be required to work outdoor, on weekends and public holidays.

Qualifications

Applicants should have (a) a recognised degree preferably in Information Technology or related disciplines; (b) good proficiency in English and Chinese; (c) good communication and interpersonal skills; (d) knowledge in MS Office applications, and (e) good knowledge in statistics.

Applicants with knowledge and/or working experience in mobile application development will be advantageous.

Remuneration and Conditions of Service

Salary offered will be commensurate with qualifications and experience. Initial appointment will be made on a twelve-month 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/. 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) on or before **Saturday, 20 October 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