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.

The College now invites applications for the following post:

CPCE Libraries

Technical Assistant (Ref. 140211-02)

Duties

The appointee will be required to:

(a) provide IT-related services and supports to both CPCE Libraries offices and users;
(b) maintain various library systems and databases;
(c) co-ordinate with other CPCE units and external vendors;
(d) take up various library operational duties; and
(e) perform any other duties as assigned.

The appointee may be required to work on shift duties in evenings, weekends and on public holidays, and may be required to perform duties on either of the two campuses in West Kowloon and Hung Hom Bay.

Qualifications

Applicants should have:

(a) an associate degree or a higher diploma in Information Technology, Computing Studies or a related discipline;
(b) at least two years’ relevant working experience in IT industry;
(c) good knowledge and hands-on experience of PHP, SQL, MySQL, Javascript, Perl, ASP, MS Office, MS Windows and the tools for web developments;
(d) practical experience in provision of support services to users;
(e) high proficiency in both written and spoken English and Chinese; and
(f) good multi-tasking, interpersonal and communication skills.

Possession of knowledge and experience of INNOPAC Millennium system will be advantageous. Preference will be given to those with knowledge in academic library operations.

Remuneration

Salary offered will be commensurate with qualifications and experience.
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). 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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