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:

Human Resources Office

Human Resources Officer (Ref. 131227-01)

Duties

The appointee will be required to:

(a) provide support to a wide range of human resource services covering staff recruitment, compensation and benefits, training and development, and human resources information management system;
(b) supervise supporting staff; and
(c) perform any other duties as assigned.

Qualifications

Applicants should have:

(a) a recognised degree;
(b) two years’ post-qualification experience in human resource management or administration;
(c) a good command of English and Chinese;
(d) a perceptive and analytical mind;
(e) good interpersonal and communication skills; and
(f) the calibre of a good team leader as well as a good team player.

Shortlisted candidates may be invited to sit for a written test.

Remuneration

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

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.

December 2013