

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 Associate (Career Development) (Ref. 170825-01)

[Appointment period: three years]

Duties

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

He/She will be required to:

- (a) contribute to the planning, development and implementation of local internship programmes and support services for students;
- (b) approach and liaise with potential employers and other relevant parties to the success of any internship opportunities and industry collaboration of the Project;
- (c) coordinate and ensure the smooth operations of seminars, local / overseas company visits, training workshops and sharing sessions of the Project;
- (d) prepare and supervise the production of internship handbook and publications for the Project such as publicity brochures, leaflets and promotional videos;
- (e) manage social media channels of the Project;
- (f) prepare and submit the Project’s half-yearly progress report, final evaluation report and financial report to the EDB;
- (g) supervise supporting staff of the Project; and
- (h) 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 good honours degree, preferably in Human Resources Management, Business or related disciplines;
- (b) at least three years of solid relevant experience in education, public or social service sector; exposure in various business fields or in human resources and training will be an advantage;

- (c) excellent communication and interpersonal skills, mature personality, and the abilities to handle administrative work efficiently and work under pressure are essential;
- (d) proficiency in social media applications;
- (e) a good command of both written and spoken English and Chinese, fluency in Putonghua will be an advantage, and
- (f) the calibre of a team leader as well as team player.

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

Remuneration and Conditions of Service

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

Please complete the job application form which is available on http://www.cpce-polyu.edu.hk/chro/app_form/ and 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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