

## 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

**SPEED**

The College now invites applications for the following post:

### CPCE Libraries

#### Senior Assistant Librarian / Assistant Librarian I (System Services) (Ref. 170804-01)

#### Duties

The appointee will be required to:

- (a) manage the Integrated Library System, discovery platform and other Library mission critical systems, including in-house developed databases;
- (b) manage electronic resources, develop digital library applications, e-learning related systems and the Libraries website;
- (c) oversee all library related information and communication technology applications;
- (d) lead the System Services team to provide a wide range of quality services;
- (e) liaise with internal and external service providers;
- (f) develop and implement new initiatives; and
- (g) perform any other duties as assigned.

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

#### Qualifications

Applicants should have the following qualifications and qualities:

- (a) a good university degree and a recognized professional qualification in Librarianship (MLS or equivalent);
- (b) minimum eight years of solid professional and supervisory experience, including experience in systems development and management in academic libraries;
- (c) working knowledge of Integrated Library System, discovery platform, UNIX, Linux, MS Windows server operating systems;
- (d) experience in networking, software and Web application development including open source software development and user-interface design;
- (e) knowledge and experience in programming such as Perl, HTML, PHP, XML, CSS, MySQL, JavaScript and web services based on various APIs;
- (f) demonstrated supervisory and project management skills;
- (g) mature, independent, responsible, and able to work as a team member and a team leader; and
- (h) a good command of written and spoken English and Chinese.

Applicants with less experience will be considered for the post of Assistant Librarian I.

## **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**

Application forms are obtainable by downloading from [http://www.cpce-polyu.edu.hk/chro/app\\_form/](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](mailto:huoffice@cpce-polyu.edu.hk)) **on or before Saturday, 19 August 2017**. 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.

August 2017