

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:

School of Professional Education and Executive Development (SPEED)

Programme Officer (Ref. 180608-02)

Duties

The appointee will (a) provide administrative support to academic programmes and student development activities; (b) liaise with departments of PolyU and other educational/professional organizations; (c) assist in office administration and staff supervision; (d) support promotional/marketing activities and special projects; (e) provide secretarial service to committees, and (f) perform any other duties as assigned.

Qualifications

Applicants should have (a) a recognised degree; (b) at least five years' relevant experience, preferably gained in the tertiary education sector; (c) high proficiency in English and Chinese, and (d) good interpersonal and communication skills.

The applicant with less experience will be considered for the post of Assistant Programme Officer.

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/. 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, 23 June 2018**. Applicants who are not invited to an interview within two months of the closing date may consider their applications unsuccessful.