Post Specification

Programme Officer/Assistant Programme Officer (Ref. 080913-01)

Duties

The appointee will be required to:

(a) provide administrative support to programmes offered by SPEED or in collaboration with overseas universities;
(b) liaise with academic and administrative units of PolyU, other educational institutions and professional organizations;
(c) assist in general office administration and supervision of junior staff;
(d) assist in promotional/marketing activities and special projects;
(e) provide secretarial service to committees; and
(f) perform any other duties as assigned.

The appointee may be required to work on shift duties and occasionally outside Hong Kong.

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 fluency in Putonghua;
(d) good interpersonal and communication skills;
(e) the calibre of a team leader as well as a team player; and
(f) preferably a good understanding of the education system and post-secondary education scene in Hong Kong.

Applicants 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

Salary offered will be commensurate with qualifications and experience. Applicants should state their current and expected salary in the application.

September 2008