

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* which offers quality sub-degree programmes for secondary school leavers and the *School of Professional Education and Executive Development* which offers 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. There are four Academic Divisions in CPCE, namely Division of Business and Hospitality Management, Division of Languages and Communication, Division of Science, Engineering and Health Studies and Division of Social Sciences, Humanities and Design.



School of Professional Education
and Executive Development
專業進修學院



The College now invites applications for the following post:

Human Resources Office

Assistant Human Resources Manager / Senior Human Resources Officer (Ref. 210514-01)
[Appointment period: twelve months]

Duties

The appointee will (a) handle the recruitment and appointment related matters of designated units/divisions/offices; (b) assist in managing specific HR subject areas/projects as assigned; (c) coach and supervise staff, and (d) perform any other duties as assigned.

Qualifications

Applicants should have (a) a recognised degree; (b) at least five years' relevant and solid experience in HR management/administration; (c) a good command of written and spoken English and Chinese; (d) a strong sense of commitment to work, and (e) good analytical, communication and interpersonal skills.

Shortlisted candidates will be invited to sit for a written test. Applicants with less experience will be considered for the post of Senior Human Resources Officer.

Remuneration

Salary offered will be commensurate with qualifications and experience.

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. **The closing date for application is Saturday, 29 May 2021.** 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.

May 2021