

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:

Division of Social Sciences, Humanities and Design

Assistant Technical Officer (Ref. 210122-03)

Duties

The appointee will (a) manage the routine work of the Metal and Wood Workshop; (b) execute the workshop regulations related to general and safety issues; (c) give instructions and assistance to students who work in the workshop; (d) carry out simple maintenance of workshop facilities, (e) manage Design Studios and related facilities, and (f) perform any other duties as assigned.

Qualifications

Applicants should have (a) a higher diploma/a diploma in Mechanical Engineering/Manufacturing Engineering or equivalent; (b) at least four years of relevant working experience preferably in tertiary institutions; (c) fluent speaking in Chinese and English; (d) good interpersonal and communication skills; (e) good instructional skills in workshop training; (f) good practical skill in conventional metalwork machine tools, and (g) good skill in types of CAD.

Possession of the knowledge of abrasive wheel maintenance and Laser safety, and completion of a full craft apprenticeship will be advantageous.

Applicants with higher qualifications but less experience will also be considered.

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. 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.

January 2021