

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 Languages and Communication

Programme Officer (Ref. 210723-02)

Duties

The appointee will (a) provide administrative support in the Division; (b) assist in academic administration and related issues such as teaching assignment, programme/subject development and management, and research related matters; (c) assist in project management; (d) provide secretarial service to committees; (e) liaise with units of CPCE, departments of PolyU and other organizations; (f) supervise junior staff, and (g) perform any other duties as assigned.

Qualifications

Applicants should have (a) a recognised degree; (b) at least five years of relevant experience, preferably gained in the tertiary education sector; (c) proficiency in English and Chinese (fluency in Putonghua is preferred); (d) excellent interpersonal and communication skills; (e) ability to work under pressure, be dynamic and detail-oriented, and (f) the calibre of a team leader as well as a team player.

A good understanding of the post-secondary education scene in Hong Kong, in particular the self-financed sub-degree sector, will be an advantage.

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. 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.

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