

# THE HONG KONG POLYTECHNIC UNIVERSITY

## SCHOOL OF NURSING

### Post Specification

**Project Technical Assistant (Full-time/Half-time/Part-time) (Ref. 18061205)**

**[Appointment period: six months initially, with possibility of further appointment]**

### Duties

The appointee will assist the project leader in the project - “Engaging in workforce health for healthcare workers at nursing homes”. He/She will be required to:

- (a) provide technical and logistics support to the project;
- (b) provide technical support to the development and evaluation of health promotion teaching materials;
- (c) provide technical support to the development of an online teaching platform;
- (d) provide technical support to the project implementation;
- (e) provide technical support in surveys and focus group interviews according to the protocol;
- (f) input, analyse and manage the project’s quantitative and qualitative data;
- (g) assist in preparing progress and final reports of the project; and
- (h) perform any other duties as signed by the project leader or her delegates.

### Qualifications

Applicants should have:

- (a) a higher diploma or an associate degree or an equivalent qualification in the appropriate discipline with at least three years’ relevant post-qualification experience;
- (b) experience in project coordination and health promotion;
- (c) an understanding of project execution in an environment like an educational institution;
- (d) a strong sense of self-motivation, and be responsible and able to work independently;
- (e) knowledge of computer applications such as SPSS, SAS and Microsoft Office software such as Excel, Word, etc.;
- (f) good interpersonal and communications skills; and
- (g) a good command of both written and spoken English and Chinese.

Applicants are invited to contact Dr Kin Cheung at tel no. 2766 6773, fax no. 2364 9663 or email [kin.cheung@polyu.edu.hk](mailto:kin.cheung@polyu.edu.hk) for further information.

### **Remuneration**

For full-time and half-time appointment, a highly competitive remuneration package will be offered. Applicants should state their current and expected salary in the application.

For part-time appointment, the remuneration rate is HK\$100 per hour.

12 June 2018