

# THE HONG KONG POLYTECHNIC UNIVERSITY

## DEPARTMENT OF CIVIL AND ENVIRONMENTAL ENGINEERING

### Post Specification

**Research Administrative Assistant** (Ref. 19030610)

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

### Duties

The appointee will assist the project leader in the research project – “Reliability-based intelligent transportation systems in urban road network with uncertainty”. He/She will be required to:

- (a) perform daily project administrative work, prepare project reports and materials for presentation and promotion;
- (b) organise workshops, seminars, project group meetings and other project-related events;
- (c) coordinate with the project management committee and consortium committee;
- (d) assist in managing the reliability-based intelligent transportation systems (R-ITS) testbed;
- (e) provide administrative support to the research team; and
- (f) perform any other duties as assigned by the project leader or his/her delegates.

### Qualifications

Applicants should have:

- (a) five passes in HKCEE including English Language (at least Grade C if Syllabus A; Level 2 if results are obtained from 2007 onwards), Chinese Language (Level 2 if results are obtained from 2007 onwards) and Mathematics; or a combination of results in five HKDSE subjects of Level 2 in New Senior Secondary subjects / "Attained" in Applied Learning subjects / Grade E in Other Language subjects, and the five subjects must include English Language, Chinese Language and Mathematics; and
- (b) proficiency in computer skills, including Microsoft Office and Chinese word processing.

Preference will be given to those with administrative and clerical experiences for project management.

Applicants are invited to contact Ir Prof. Lam Hing Keung William at tel no. 2766 6045, fax no. 2334 6389 or email [william.lam@polyu.edu.hk](mailto:william.lam@polyu.edu.hk) for further information.

### Remuneration

A highly competitive remuneration package will be offered. Applicants should state their current and expected salary in the application.

6 March 2019