

THE HONG KONG POLYTECHNIC UNIVERSITY

DEPARTMENT OF CIVIL AND ENVIRONMENTAL ENGINEERING

Post Specification

- (1) Research Administrative Assistant** (Ref. 19051707)
 - (2) Part-time Research Administrative Assistant** (Ref. 19051708)
- [Appointment period: each for twenty-four months]**

Duties

The appointees will assist the Director of the National Rail Transit Electrification and Automation Engineering Technology Research Centre (Hong Kong Branch) (CNERC-Rail) in the research project – “Smart railway technology and applications”. They will be required to:

- (a) provide clerical support and assist in daily administration and logistics arrangement;
- (b) assist in internal and external communication with CNERC-Rail partners;
- (c) assist in maintaining financial records and relevant documents; and
- (d) perform any other duties as assigned by the Director of the Centre or his/her delegates.

Qualifications

Applicants should:

- (a) have 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;
- (b) have a good command of both written and spoken English and Chinese, with fluency in Putonghua being an advantage;
- (c) have good writing skills and communication and interpersonal skills;
- (d) be organised, attentive and a good team player;
- (e) have good computer literacy including Microsoft Office; and
- (f) have reasonably high sense of responsibility.

Preference will be given to those with work experience in tertiary education sector, and experience in writing report, maintaining webpage and financial management.

Applicants are invited to contact Prof. Y. Q. Ni at tel no. 3400 8539, fax no. 2334 6389 or email yiqing.ni@polyu.edu.hk for further information.

Remuneration

For full-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\$90 per hour.

17 May 2019