

THE HONG KONG POLYTECHNIC UNIVERSITY

FACULTY OF APPLIED SCIENCE AND TEXTILES

Post Specification

Technical Writer (Ref. 96508)

Duties

The appointee will be required to:

- (a) write, update and edit brochures, publications and promotional literature of the Faculty;
- (b) write press releases and draft advertorials;
- (c) develop exhibition content;
- (d) edit research proposals and reports of the Faculty;
- (e) assist in the production of reports and manuscripts; and
- (f) perform any other duties as assigned by the Dean of Faculty or his delegates.

Qualifications

Applicants should:

- (a) have a recognised degree or an equivalent professional qualification, preferably in English Language, Communication, Media Studies or a related discipline;
- (b) have excellent command of written English;
- (c) have at least five years of solid experience in publication/editorial work; and
- (d) be familiar with the use of information technology.

Preference will be given to those with working experience in tertiary institutions, knowledge of higher education and experience in editing scientific/technical writings.

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 fixed-term gratuity-bearing contract. Re-engagement thereafter is subject to mutual agreement. Remuneration package will be highly competitive. Applicants should state their current and expected salary in the application.

20 March 2008