

THE HONG KONG POLYTECHNIC UNIVERSITY

INSTITUTE OF TEXTILES & CLOTHING

Post Specification

Executive Officer(Ref. 96981)

Duties

The appointee will be required to:

- (a) conduct the implementation, promotion and co-ordination of the Work-Integrated Education programme of the Institute;
- (b) develop and maintain the webpage of the Institute;
- (c) plan, co-ordinate and implement promotional and marketing activities in relation to student placements and graduate employment;
- (d) liaise and co-ordinate with external organizations on arrangement of student placements and career matters;
- (e) provide secretarial and administrative services to relevant committees and meetings;
- (f) liaise with the University's internal academic and administrative departments, external professional organizations and partner universities; and
- (g) perform any other duties as assigned by the Head of Institute or her delegates.

Qualifications

Applicants should:

- (a) have a recognised degree and preferably a higher degree;
- (b) have at least five years' relevant administrative experience, preferably obtained from the higher education settings;
- (c) have an excellent command of English and Chinese, fluency in Putonghua;
- (d) possess good knowledge of using office computer software and applications, preferably with experience in database and website management;
- (e) have excellent communication, interpersonal, organizational and negotiation skills; and
- (f) be mature, conscientious, proactive, sociable, able to work independently and under pressure.

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. Applicants should state their current and expected salary in the application. 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.

26 June 2008