THE HONG KONG POLYTECHNIC UNIVERSITY

OFFICE OF FACULTY OF BUSINESS
RESEARCH AND POSTGRADUATE STUDIES SECTION

Post Specification

Assistant Officer (Ref. 15092911-E)

Duties

The appointee will be required to:

(a) provide day-to-day administrative support to the Research and Postgraduate Studies Section;

(b) provide administrative support for postgraduate programmes offered on campus and/or off campus in the Chinese mainland, and related student activities, research matters and central exercises;

(c) organize meetings, prepare meeting documents and compile budgets and reports related to the administration of postgraduate programmes offered by the Faculty;

(d) liaise with the University’s internal departments and external organizations;

(e) handle sensitive and confidential matters in a professional manner;

(f) handle information flow and maintain an effective record system; and

(g) perform any other duties as assigned by the Dean of the Faculty or his delegates.

Qualifications

Applicants should have:

(a) a recognised degree;

(b) several years of relevant post-qualification experience;

(c) an excellent command of both written and spoken English and Chinese, with fluency in Putonghua being an advantage;

(d) good computer literacy, including PowerPoint and Chinese word processing; and

(e) good communication and interpersonal skills.

Preference may be given to those with working experience gained in tertiary institutions or similar organizations.

Shortlisted candidates will be invited to sit for a written language proficiency test.
Remuneration and Conditions of Service

A highly competitive remuneration package will be offered. Initial appointment will be made on a fixed-term gratuity-bearing contract. Re-engagement thereafter is subject to mutual agreement. Applicants should state their current and expected salary in the application.

29 September 2015