THE HONG KONG POLYTECHNIC UNIVERSITY

DEAN OF STUDENTS OFFICE

Post Specification

Executive Officer (Ref. 1606080-IE)

Duties

Reporting to the Dean of Students, the appointee will be required to:

(a) provide administrative and quality assurance support to our office to facilitate its smooth running;
(b) oversee all administrative functions of the Office;
(c) ensure projects, events, and activities being carried out efficiently and aligned with the mission of Centre for Student Advancement and Resources;
(d) write, prepare, compile documents and reports whenever necessary;
(e) oversee marketing events and related talks;
(f) liaise with internal departments and external organizations;
(g) provide secretarial support to committees;
(h) supervise junior staff;
(i) manage budget and accounts; and
(j) perform any other duties as assigned by the Dean of Students or his delegates.

Qualifications

Applicants should have:

(a) a recognised degree;
(b) at least five years of solid administrative and supervisory experience, preferably gained in tertiary education institutions;
(c) an excellent command of both written and spoken English and Chinese, and preferably be fluent in Putonghua;
(d) good computer literacy; and
(e) excellent interpersonal and communication skills.

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.

8 June 2016