THE HONG KONG POLYTECHNIC UNIVERSITY

OFFICE OF FACULTY OF CONSTRUCTION AND ENVIRONMENT

Post Specification

Technical Support Assistant (Ref. 16061006-E3)

Duties

The appointee will be required to:

(a) maintain database, websites and web-based systems of the Faculty Office;
(b) support extraction and presentation of data;
(c) provide on-site technical and logistic supports to the events organised by the Faculty Office, such as Faculty-based conferences, seminars and other activities;
(d) support day-to-day operation of the Faculty Office as appropriate; and
(e) perform any other duties as assigned by the Dean of Faculty, Faculty Secretary or their delegates.

Qualifications

Applicants should:

(a) have higher diploma or above in Computer Science or relevant disciplines with web design and internet applications experience;
(b) have good hands-on computer skills, e.g. Dreamweaver (HTML), JavaScript and Microsoft Office (Word, PowerPoint, Excel & Access);
(c) be willing to work outside normal office hours as deemed necessary, and self-motivated;
(d) have good interpersonal and communication skills; and
(e) have good team spirit.

[Applicants who have responded to the previous advertisement(s) need not re-apply.]

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.

10 June 2016