



A dynamic university-founded professional consulting firm now invites applications for the post of:

Post Specification

Programme Officer for Good Seed Programme

Duties

The appointee will be required to:

- (a) execute the Programme, under the direction of Programme Director and Programme Manager;
- (b) carry out all duties in planning and execution of marketing / promotion and networking activities of the Programme;
- (c) plan and monitor delivery of social innovation training workshops to Programme participants;
- (d) execute the social innovation idea competition for the participants;
- (e) follow up with the participants on the implementation of awarded projects;
- (f) liaise and deliver effective communications with internal and external stakeholders and partners such as corporate partners, academia, students, NGOs, designers and social innovators;
- (g) assist in the preparation of related reports, programme expenses records and documentations required;
- (h) perform other duties as assigned by the Programme Director.

Qualifications

Applicants should:

- (a) have a recognized degree in Design, Social Sciences, Business, or related disciplines;
- (b) have at least three years of relevant experience in social innovation, education, entrepreneurship or related sectors;
Candidate with less experience will be considered as Programme Assistant;
- (c) have excellent command of both written and spoken English and Chinese, including Putonghua;
- (d) be proactive and able to work independently with tight deadlines and ability of multi-tasking;
- (e) be a good team player with good interpersonal, communication and presentation skills;
- (f) have excellent project management and problem-solving skills, and a strong drive for success.

Please send your Curriculum Vitae, salary expectations to human.resources@polyu.edu.hk. Shortlisted candidates will be invited to sit for a written test.

Remuneration and Conditions of Service

A highly competitive remuneration package will be offered. Applicants should state their current and expected salary in the application. Please read the [Personal Information Collection Statement for Recruitment](#) before making an application.

5 July 2023