

THE HONG KONG POLYTECHNIC UNIVERSITY

CHINESE LANGUAGE CENTRE

Post Specification

Instructor in Chinese (two posts) (Ref. 21100806)

The Chinese Language Centre (CLC) was established in 1998 which has been providing Chinese language teaching services for the students of the University with different needs. CLC is mainly responsible for offering Chinese subjects for Language and Communication Requirements (LCR) which are mandatory to all Undergraduate and Higher Diploma students of the University. It also offers a series of Chinese LCR subjects to non-Chinese speaking (NCS) students with different backgrounds of Chinese Language. CLC has designed Discipline-Specific Requirements (DSR) subjects tailor made for more than 20 professional fields of the University's programmes. To dovetail with the Cluster Area Requirements of the University, CLC provides Chinese Reading and Chinese Writing (CR & CW) Tutorials for students so as to enhance their skills in reading academic articles and writing academic papers and reports. It also offers special language trainings to other departments of the University. Chinese Self Learning Unit, which is part of CLC, provides diverse self-learning materials and counselling services. More information about the Chinese Language Centre may be found at <https://www.polyu.edu.hk/clc>.

Duties

The appointees will be required to:

- (a) use Cantonese and Putonghua to teach Chinese subjects of different levels and formats to students from various disciplines including non-native speakers;
- (b) assist in curriculum design and development;
- (c) engage in scholarly activities in his/her area of expertise;
- (d) undertake administrative duties in academic and departmental affairs; and
- (e) perform any other duties as assigned by the Director of Centre or his/her delegates.

Qualifications

Applicants should:

- (a) have a master's degree in Chinese Language/Literature or Chinese Language Education;
- (b) have at least one year's experience in post-qualification teaching at tertiary level;
- (c) have an excellent command of written Chinese with proficiency in Cantonese and Putonghua (at least B2 level in Putonghua Shuiping Ceshi [PSC] or equivalent);
- (d) possess effective classroom teaching skills; and
- (e) have a strong commitment to excellence in teaching and professional service.

Preference may be given to those with relevant teaching experience in Chinese/Putonghua at tertiary level and the ability to use English as a medium of instruction and as a working language.

Remuneration and Conditions of Service

A highly competitive remuneration package will be offered. Initial appointments will be 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.

Application

Please send a completed application form by post, nominate two referees from different institutions/organisations by providing their names, addresses and relationship with the applicants, to **Human Resources Office, 13/F, Li Ka Shing Tower, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong** or via email to hrstaff@polyu.edu.hk. Application forms can be downloaded from https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/forms. If a separate curriculum vitae is to be provided, please still complete the application form which will help speed up the recruitment process. **Recruitment will continue until the positions are filled.** The University's Personal Information Collection Statement for recruitment can be found at https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/pics_for_recruitment.

8 October 2021