

THE HONG KONG POLYTECHNIC UNIVERSITY

CAMPUS DEVELOPMENT OFFICE

Post Specification

Officer (Space Section) (Ref. 21101503-IE)

Duties

The appointee will be required to:

- (a) support the Office on various administrative matters including those related to space planning, request and allocation;
- (b) review departmental space request and assess space entitlement according to the established University Grants Committee and University's norms;
- (c) provide support on space planning and management, arrange and report periodic utilization surveys on room usage and handle room booking system for internal and external users;
- (d) provide secretarial services to committees and meetings;
- (e) organise and co-ordinate project-related activities, public relation/marketing events, departmental workshops as well as liaise with internal units/external organizations;
- (f) handle the filing system and process payment; and
- (g) perform any other duties as assigned by the Director of the Office or his delegates.

Qualifications

Applicants should:

- (a) have a recognised degree or an equivalent qualification with at least five years of relevant work experience, preferably in education field;
- (b) have a good command of written and spoken English and Chinese, preferably with fluency in Putonghua;
- (c) have good communication, interpersonal, problem-solving and teamwork skills;
- (d) have a strong analytical mind;
- (e) have good computer literacy including MS Word, PowerPoint, Excel, Access and Chinese word processing; and
- (f) be self-motivated, hardworking and with a strong sense of responsibility.

Shortlisted candidates will be invited to sit for a written test.

Remuneration and Conditions of Service

A highly competitive remuneration package will be offered. Initial appointment 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 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. **Consideration of applications will commence on 22 October 2021 until the position is 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.

15 October 2021