

THE HONG KONG POLYTECHNIC UNIVERSITY

GRADUATE SCHOOL

Post Specification

Executive Officer (Ref. 21120920-JCSD)

Duties

The appointee will be required to:

- (a) take charge of the administrative duties pertaining to the development of College of Undergraduate Researchers and Innovators as advised by the management team of the School;
- (b) develop and plan initiatives, and manage daily operations of the College, including but not limited to promotion, committee work, documentation, liaison with students and supervisors;
- (c) evaluate and monitor the effectiveness of various activities;
- (d) maintain professional and effective internal and external communications with relevant stakeholders;
- (e) proactively collaborate with other divisions of the School and to take part in other projects; and
- (f) perform any other duties as assigned by the Dean of School or his delegates.

Qualifications

Applicants should have:

- (a) a recognised degree;
- (b) at least five years of supervisory experience in academic administration, project management and/or marketing communications with solid experience in managing research postgraduate programmes and/or grant management;
- (c) the ability to plan, organise and execute projects and events;
- (d) strong interpersonal skills with the ability to maintain a collegial working relationships with stakeholders;
- (e) the ability to work under pressure in a highly dynamic work environment;
- (f) excellent command in both written and spoken English and Chinese, including Putonghua; and

(g) preferably a strong sense of creativity and aesthetics.

Preference will be given to those with working experience in tertiary institutions.

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 in early December 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.

9 December 2021