

THE HONG KONG POLYTECHNIC UNIVERSITY

RESEARCH AND INNOVATION OFFICE

Post Specification

Manager (Ref. 22012015)

[Appointment period: twelve months]

Duties

The appointee will be required to:

- (a) initiate, plan and coordinate institutional collaborative research platforms and programs;
- (b) manage projects and facilitate activities with partners related to collaborative research;
- (c) actively liaise and build good relationship with the academic and research community, industry and various stakeholders to form effective strategic partnership and enable effective implementation and communication of projects and initiatives;
- (d) be in charge of planning, organising, coordinating and implementing relevant networking events, meetings, seminars, workshops, projects and marketing activities; and
- (e) perform any other duties as assigned by the Director of Research and Innovation or his/her delegates.

The appointee may be required to work beyond normal office hours when necessary.

Qualifications

Applicants should:

- (a) have a recognised degree, preferably in Life Science, Biotechnology, Engineering, or a related discipline;
- (b) possess at least five years of solid professional and relevant project management experience at supervisory level;
- (c) have good understanding of technology transfer, innovation and technology, business development;
- (d) possess excellent interpersonal and communication skills;
- (e) be highly motivated, result-oriented, able to work under pressure, dynamic and mature with a passion to build and sustain strong relationships with stakeholders;
- (f) have a good command of written and spoken English and Chinese, including Putonghua; and
- (g) have proficiency in computer skills, including but not limited to MS Word, Excel, PowerPoint and Adobe Acrobat.

Occasional travel to Mainland China and overseas will be needed. Shortlisted candidates will be invited to sit for a written test.

Applicants who have responded to the previous advertisement need not re-apply.

Remuneration

A highly competitive remuneration package will be offered. 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 27 January 2022 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.

20 January 2022