

THE HONG KONG POLYTECHNIC UNIVERSITY

DEPARTMENT OF LOGISTICS AND MARITIME STUDIES

Post Specification

Executive Officer (Ref. 22012608-E)

Duties

The appointee will be a member of the PolyU Maritime Library and Research & Development Centre (PMLC) and will be required to:

- (a) provide administrative support to the Centre and secretarial service to committees and meetings;
- (b) provide maritime information service to students and staff of the Department;
- (c) co-ordinate projects and organize conferences and events;
- (d) plan and organize marketing activities;
- (e) assist in the editorial work, preparation and production of publicity materials, newsletters and reports of the Centre;
- (f) liaise with internal units, external organizations in the maritime industry and other external parties;
- (g) supervise junior staff in day-to-day administration and related activities; and
- (h) perform any other duties as assigned by the Head of Unit or his/her delegates.

Qualifications

Applicants should have:

- (a) a recognised degree with at least five years of relevant post-qualification experience;
- (b) good liaison and organizational skills, with high self-motivation and ability to work independently;
- (c) excellent communication and interpersonal skills;
- (d) good computer literacy, including Chinese word processing; and
- (e) an excellent command of both written and spoken English and Chinese, with fluency in Putonghua preferred.

Preference will be given to those with work experience in tertiary institutions or similar organizations, and solid knowledge of the education sector in Hong Kong and/or the Chinese Mainland.

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 15 February 2022 until the position is filled.** Applicants who are not invited to an interview within two months from the closing date should consider their applications unsuccessful. 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.

26 January 2022