

THE HONG KONG POLYTECHNIC UNIVERSITY

OFFICE OF FACULTY OF CONSTRUCTION AND ENVIRONMENT

Post Specification

Executive Officer (Ref. 22022303-E4)

Duties

The appointee will be required to:

- (a) take charge of content creation and management of online and offline communication collaterals, including but not limited to news entries, speeches, press releases, electronic direct mails, presentations, videos, etc., as well as for various social media platforms;
- (b) plan and manage partnership initiatives including collaborative projects on international and national levels, and engagement of various stakeholders within and outside of the University including industry partners, donors, alumni, scholars and students;
- (c) organize events / activities to facilitate collaborative research and knowledge transfer;
- (d) assist the Faculty Dean in preparing reports, policy papers, and meeting papers and provide secretarial service to committees and working groups;
- (e) supervise supporting staff of the Faculty Office; and
- (f) perform any other duties as assigned by the Dean of Faculty and the Faculty Secretary or their delegates.

Qualifications

Applicants should have:

- (a) a recognised degree;
- (b) at least five years of solid post-qualification administrative / supervisory experience in related areas of work, with some knowledge of administration of research grants and/or research postgraduate programmes being an advantage;
- (c) an excellent command of both written and spoken English and Chinese. A band score of 7.0 or above for writing in the IELTS (or Grade B or above for writing in Use of English of the HKALE) is a distinctive advantage;
- (d) exceptional analytical, organizational, interpersonal and leadership skills, and the ability to work independently within a team;
- (e) the ability to balance multiple priorities and meet deadlines; and
- (f) high self-motivation, good problem solving skill and computer literacy including Chinese word processing, PowerPoint and Excel.

Preference will be given to those with solid experience in tertiary institutions in Hong Kong. Candidates with less relevant experience in tertiary education sector will also be considered. Shortlisted candidates will be invited to sit for a written test.

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

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 7 March 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.

23 February 2022