

THE HONG KONG POLYTECHNIC UNIVERSITY

DEPARTMENT OF INDUSTRIAL AND SYSTEMS ENGINEERING

Post Specification

- (1) **Project Associate (Full-time/Part-time)** (Ref. 22030701)
 - (2) **Project Assistant (Full-time/Part-time)** (Ref. 22030702)
 - (3) **Project Technical Assistant (Full-time/Part-time)** (Ref. 22030703)
 - (4) **Project Administrative Assistant (Full-time/Part-time)** (Ref. 22030704)
- [Appointment period: each for six months]

Duties

The appointees will assist the project leader in the research project - “Technological platform development of ultra-high gaseous-pressure thermal forming titanium-alloy hollow blades/vanes for turbines towards aircraft engines”.

The appointee for the post of **Project Administrative Assistant** will be required to:

- (a) handle daily project administrative works, prepare relevant reports and presentation materials for promotion;
- (b) liaise with internal units and external professional bodies; and
- (c) perform any other duties as assigned by the Head of Unit, project investigator and/or his delegates.

Qualifications

Applicants for the post of **Project Associate** should have a Master’s degree in Mechanical Engineering or a related discipline with at least three years of practical experience in metalwork fabrication, particularly in metal working/forming, tooling applications, mechanical design and physical tests, etc.

Applicants for the post of **Project Assistant** should have an honours degree in an appropriate discipline plus at least two years of the abovementioned relevant experience.

Applicants for the post of **Project Technical Assistant** should have a higher diploma or a diploma in an appropriate discipline with at least three years of the abovementioned relevant experience.

Applicants for the post of **Project Administrative Assistant** should be a Form five school leaver with 5 passes in HKCEE including English Language (at least Grade C if Syllabus A; Level 2 if results are obtained from 2007 onwards), Chinese Language (Level 2 if results are obtained from 2007 onwards) and Mathematics; or a combination of results in five HKDSE subjects of Level 2 in New Senior Secondary subjects / "Attained" in Applied Learning subjects / Grade E in Other Language subjects, and the five subjects must include English Language, Chinese Language and Mathematics.

For all posts, preference will be given to those with knowledge of finite-element simulation, tool design and willingness to travel to mainland China.

Applicants are invited to contact Ir Prof. L. C. Chan at tel no. 2766 6634, fax no. 2362 5267 or email lc.chan@polyu.edu.hk for further information.

Remuneration

For full-time appointment, a highly competitive remuneration package will be offered. Applicants should state their current and expected salary in the application.

For part-time appointment, the remuneration rate for the posts of Project Associate, Project Assistant, Project Technical Assistant and Project Administrative Assistant are HK\$173 per hour, HK\$122 per hour, HK\$110 per hour and HK\$90 per hour respectively.

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 lc.chan@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. **The closing date for application is Wednesday, 31 August 2022.** Applicants who are not invited to an interview within two months from the closing date should consider their applications unsuccessful. **Applications should be addressed directly to Ir Prof. L. C. Chan (please state Department of Industrial and Systems Engineering on the envelope).** 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.

7 March 2022