

THE HONG KONG POLYTECHNIC UNIVERSITY

RESEARCH AND INNOVATION OFFICE

Post Specification

Assistant Manager (Ref. 22032317)

[Appointment period: twelve months]

Duties

The appointee will be required to:

- (a) provide support in coordinating collaborative platforms and programs and assist to manage activities related to collaborative research and innovation development;
- (b) proactively liaise with the academic and research community, industry and various stakeholders from overseas and the Mainland to establish communication platforms for initiatives set forth by the Office;
- (c) be in charge of planning, organising and coordinating events, meetings, workshops, exhibitions and various promotional activities of the Office;
- (d) perform any other duties as assigned by the Director of Research and Innovation or his/her delegates.

Qualifications

Applicants should:

- (a) have a recognised degree in Science, Technology, or Engineering related disciplines with at least five years of post-qualification relevant work experience;
- (b) have excellent interpersonal and communication skills, be self-motivated, result-oriented, and able to work under pressure and meet tight deadlines;
- (c) have demonstrated good planning, organisational and problem-solving skills; and
- (d) possess a high level of proficiency in both written and spoken English and Chinese (including Putonghua), with technical writing experience being an advantage.

Occasional travel may 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 30 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 March 2022