

THE HONG KONG POLYTECHNIC UNIVERSITY

POLICY RESEARCH CENTRE FOR INNOVATION AND TECHNOLOGY

Post Specification

Executive Officer (two posts) (Ref. 22040610-JCSD)

Duties

The appointees will be required to:

- (a) provide administrative support for research related activities, promotion and marketing related activities, organization of human resources and financial management of the Research Centre;
- (b) be in charge of planning, coordinating and implementing relevant networking events, meetings, seminars, workshops, projects and marketing activities;
- (c) manage projects and facilitate activities with partners related to collaborative research;
- (d) manage the websites and databases;
- (e) provide secretarial support to committees;
- (f) liaise with internal departments, administrative units and external organizations to execute various events / activities and programmes; and
- (g) perform any other duties as assigned by the Director of Policy Research Centre for Innovation and Technology or his/her delegates.

The appointees may be required to work on irregular hours.

Qualifications

Applicants should:

- (a) have a recognised degree with at least five years of relevant post-qualification experience in project management and/or marketing communications;
- (b) have good liaison and organizational skills, with high self-motivation and ability to work independently;
- (c) possess excellent interpersonal and communication skills;
- (d) be highly motivated, result-oriented, able to work under pressure, dynamic and mature with a passion to build and sustain strong relationships with stakeholders, with a strong sense of creativity and aesthetics being an advantage;

- (e) have a good command of both written and spoken English and Chinese, including Putonghua; and
- (f) have proficiency in computer skills, including but not limited to MS Word, Excel, PowerPoint and Adobe Acrobat.

Preference will be given to those with work experience in tertiary institutions or similar organizations.

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 20 April 2022 until the positions are 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.

6 April 2022