

THE HONG KONG POLYTECHNIC UNIVERSITY

SCHOOL OF NURSING

Post Specification

Executive Officer (Ref. 22041207-E)

Duties

The appointee will be required to:

- (a) lead the clinical education support team of the School and assist the academic/clinical coordinators in planning, coordinating, implementing and administering Work-Integrated Education (WIE) activities at clinical facilities, including but not limited to private and public hospitals;
- (b) collaborate closely with other departments/administrative units of the University to develop initiatives and strategies in relation to local and overseas placement/exchange programmes;
- (c) co-ordinate and facilitate the arrangement of Certificate of Registration for students through the Nursing Council of Hong Kong;
- (d) provide administrative support to the School on day-to-day management, including programme administration and related quality assurance;
- (e) provide secretarial support to committees and meetings; and
- (f) perform any other duties as assigned by the Head of School or his delegates.

Qualifications

Applicants should:

- (a) have a recognised degree;
- (b) have at least five years of relevant post-qualification experience, with some of which being gained in tertiary institutions;
- (c) have a good sense of process streamlining and be familiar with the use of technology in administration;
- (d) have a good command of both written and spoken English and Chinese, preferably with fluency in Putonghua;
- (e) be able to work independently with minimal supervision, creative, initiative, flexible and good at problem-solving; and
- (f) have good computer literacy, including advanced MS Excel.

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 26 April 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.

12 April 2022