

THE HONG KONG POLYTECHNIC UNIVERSITY

OFFICE OF FACULTY OF BUSINESS

Post Specification

Executive Officer (Alumni and Corporate Affairs) (Ref. 22041302-E5)

Duties

The appointee will be required to:

- (a) foster a close link with and a network amongst the Faculty's alumni in Mainland China and the Greater Bay Area;
- (b) initiate, implement and continually improve alumni engagement programmes;
- (c) assist in the development of fundraising initiatives;
- (d) improve and maintain the alumni/industry database of the Faculty;
- (e) communicate and coordinate with internal units/offices on alumni and corporate affairs;
- (f) organize talks, seminars, functions and activities for alumni and corporates;
- (g) liaise with various stakeholders within and outside of the University including industry partners, donors and alumni;
- (h) perform any other duties as assigned by the Dean of the Faculty and his delegates.

The appointee may be required to work beyond or outside normal office hours for functions and events/activities/meetings hosted by the Faculty or other external parties.

Qualifications

Applicants should:

- (a) have a recognised degree;
- (b) possess at least five years' relevant post-qualification work experience; have experience in stakeholder engagement and fundraising being an advantage;
- (c) have an excellent command of both written and spoken English and Chinese, with fluency in Putonghua;
- (d) have exceptional organizational and interpersonal skills with solid understanding of traditional, digital and social media communications and marketing strategies and practices;
- (e) have experience in large-scale event management; and
- (f) be proactive and result-oriented, and able to work independently within a team.

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

Shortlisted candidates will be invited to sit for a written test in both English and Chinese as well as a language proficiency 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 19 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.

13 April 2022