

THE HONG KONG POLYTECHNIC UNIVERSITY

OFFICE OF FACULTY OF BUSINESS

Post Specification

Senior Officer (Ref. 22042702-IE)

Duties

The appointee will be required to:

- (a) lead a team of officers to provide professional administrative support for postgraduate programmes offered on campus and/or off campus, related student activities, programme matters and centralized academic exercises;
- (b) provide secretarial service to committees and meetings;
- (c) plan and organize visits, events and other departmental activities;
- (d) plan, co-ordinate and implement marketing and promotional activities such as seminars, conferences, ceremonies, exhibitions and information day etc.;
- (e) assume the role of a team leader to initiate and accomplish complicated assignments/projects independently, with a considerable level of creativity in the pursuit of continuous quality improvement;
- (f) liaise with internal departments, administrative units and external organizations to execute various events/activities and programmes;
- (g) assist in managing the general office, supervising staff members in lower bands and organizing staff team building activities; and
- (h) perform any other duties as assigned by the Dean of the Faculty or his delegates.

The appointee may be required to work outside normal office hours and/or outside Hong Kong occasionally.

Qualifications

Applicants should have:

- (a) a recognised degree and preferably a higher degree;
- (b) at least five years of administrative and supervisory experience preferably gained in the higher education sector;
- (c) strong problem-solving and leadership skills and the ability to handle multiple tasks concurrently;

- (d) excellent communication, interpersonal, organizational and negotiation skills;
- (e) an excellent command of both written and spoken English and Chinese, with Fluency in Putonghua; and
- (f) excellent computer literacy, preferably with some experience in database management.

Preference will be given to those with solid knowledge of the tertiary education sector in Hong Kong and Mainland China.

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](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 4 May 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](https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/pics_for_recruitment).

27 April 2022