

THE HONG KONG POLYTECHNIC UNIVERSITY

DEPARTMENT OF APPLIED BIOLOGY AND CHEMICAL TECHNOLOGY

Post Specification

Senior Technical Officer (Ref. 22050316-E2)

Duties

The appointee will be required to:

- (a) handle the procurement of consumables, equipment and services related to teaching and research laboratories of the Department, prepare tender specifications, follow procedures and logistics and all related requirements;
- (b) maintain and oversee various laboratory activities for the smooth and safe running of the teaching and research laboratories of the Department as well as liaise with external vendors regarding disposal of chemical and biological wastes;
- (c) provide expert technical support for fulfilling the safety and licensing requirements, enforce safety regulations on the use and storage of dangerous and controlled chemicals, maintain various licenses as required by the government as well as follow up on health and safety issues;
- (d) liaise with various units of the University on laboratory safety, purchase large equipment and assist in building new laboratories and its related work;
- (e) support promotional and marketing activities of the Department, including Information Day, Summer Camp, laboratory visit, *etc.*; and
- (f) perform any other duties as assigned by the Head of Department or his/her delegates.

Qualifications

Applicants should:

- (a) have a doctoral degree in Chemistry;
- (b) have at least five years of supervisory experience in the operation of major instruments such as NMR, MS, ICP, IR, CryoEM as well as research/project management;
- (c) have demonstrated promise of high level of creativity in research and teaching in some subdivision of his/her field;
- (d) have a good command of both written and spoken English and Chinese; and
- (e) be able to demonstrate effective management skills.

Applicants who have responded to the previous advertisement need not re-apply.

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 10 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.

3 May 2022