

# **THE HONG KONG POLYTECHNIC UNIVERSITY**

## **DEPARTMENT OF AERONAUTICAL AND AVIATION ENGINEERING**

### **Post Specification**

**Assistant Technical Officer** (Ref. 22051110)

### **Duties**

The appointee will be required to:

- (a) handle the procurement of consumables, equipment and services related to teaching and research laboratories of the Unit and follow university procedure and logistics and all related requirements;
- (b) maintain various laboratories, including a chemical laboratory, for the smooth and safe running of the teaching and research laboratories of the Unit;
- (c) provide technical support for fulfilling the safety requirements on the use and storage of dangerous and controlled chemicals;
- (d) liaise with various units of the University on laboratory safety, assist in purchasing large equipment and building new laboratories or offices.
- (e) prepare training materials and provide trainings to laboratory users on the proper use of equipment;
- (f) receive visitors to the laboratories and demonstrate the use of equipment in the laboratories;
- (g) provide technical support and administrative support for research offices and laboratories management, including safety induction documentations and maintaining equipment inventory of the Unit; and
- (h) perform any other duties as assigned by the Head of Unit or his delegates.

### **Qualifications**

Applicants should have:

- (a) a recognized degree or equivalent qualification preferably in Materials Science, Chemistry, or Engineering related discipline;
- (b) at least 2 years' relevant experience in Material Science, chemical safety or chemical laboratory management;
- (c) a good command of both written and spoken English and Chinese;
- (d) proactive working attitude with good interpersonal and communication skills; and
- (e) good knowledge of ANSYS, preferably with proficiency in CAE engineering software.

## 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](mailto: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 17 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).

11 May 2022