

THE HONG KONG POLYTECHNIC UNIVERSITY

RESEARCH AND INNOVATION OFFICE

Post Specification

Executive Officer (Ref. 22052509-IE)

Duties

The appointee will be required to:

- (a) provide centralised administrative support to the Office and secretarial service for various committees and meetings;
- (b) manage relevant issues and assist in preparing reports and presentation materials;
- (c) handle information and procedure flow properly, maintain an effective record of staff personal data and assist in providing administrative advice to the Office;
- (d) coordinate/support special projects, ceremonies and events, liaise with internal and external parties in various issues and initiatives;
- (e) supervise junior staff in day-to-day administrative work and activities and provide advices to subordinates;
- (f) support the operation of the Office, including database maintenance, handling of enquiries, social media platform management and promotion of related activities; and
- (g) perform any other duties as assigned by the Director of Research and Innovation or his/her delegates.

Qualifications

Applicants should:

- (a) have a recognised degree with at least five years of relevant work experience, preferably gained from sizable organisations, tertiary institutions or similar settings;
- (b) possess strong administrative and leadership skills;
- (c) have experience in issue management;
- (d) possess a high level of proficiency in written and spoken English and Chinese, with fluency in Putonghua being an advantage;
- (e) possess a positive attitude, good interpersonal, liaison and organisational skills with high self-motivation and ability to work independently;
- (f) be proactive and able to work under pressure and meet tight schedules;

- (g) be open minded and willing to learn; and
- (h) have good computer literacy and be familiar with MS Office.

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 1 June 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.

25 May 2022