

THE HONG KONG POLYTECHNIC UNIVERSITY

GLOBAL ENGAGEMENT OFFICE

Post Specification

Manager (Ref. 22052603-IE)

Duties

The appointee will be required to:

- (a) coordinate the PolyU presence in Belt and Road related alliances, including but not limited to University Alliance of the Silk Road, Alliance of Sino-Russian Technical Universities, China-Pakistan Economic Corridor Consortium of Universities, University Consortium of the 21st Century Maritime Silk Road;
- (b) build and maintain solid and constructive relationships between stakeholders at the university and overseas institutional partners, overseas business and public sectors;
- (c) liaise with academic units within the university and solicit opportunities in relation to their development along Belt & Road;
- (d) contribute to the University goal of achieving 100% participation rate in non-local learning experience; and
- (e) perform any other duties as may be assigned by the Director of Global Engagement or his / her delegates.

Qualifications

Applicants should have:

- (a) a recognised degree;
- (b) at least seven years' relevant administrative and supervisory experience, preferably gained in tertiary institutions;
- (c) a good command of both written and spoken English and Chinese, with proficiency in Putonghua;
- (d) good supervisory, liaison, organizational and project management skills; and
- (e) good computer literacy.

Shortlisted candidates will be invited to sit for a written 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. **The closing date for application is Wednesday, 8 June 2022.** Applicants who are not invited to an interview within two months from the closing date should consider their applications unsuccessful. 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.

26 May 2022