

# **THE HONG KONG POLYTECHNIC UNIVERSITY**

## **GLOBAL ENGAGEMENT OFFICE**

### **Post Specification**

**Senior Executive Officer** (Ref. 22052613-IE)

### **Duties**

The appointee will be required to:

- (a) provide executive support to the Director of Global Engagement in the day-to-day management of the Office and the administration of the Office's quality assurance and enhancement processes, human resources and finance matters;
- (b) support the Director of Global Engagement on matters relating to internationalization and ensure that the Office's vision and missions align with the University's objectives in the enhancement of internationalization;
- (c) support the Director of Global Engagement in the Office's planning, development and reporting as well as supervising the administrative support staff;
- (d) lead, develop and manage a portfolio of global engagement initiatives and projects; with a considerable level of creativity in the pursuit of continuous quality improvement;
- (e) supervise and coach administrative staff to achieve operational effectiveness and continuous professional development;
- (f) foster effective relationship with internal / external stakeholders on all matters;
- (g) serve as secretary to various committees, meetings and working groups in relation to global engagement; and
- (h) perform any other duties as assigned by the Director of Global Engagement or his / her delegates.

The appointee will be required to work beyond or outside normal office hours for the purpose of attending meetings and/or events/activities, and travel occasionally to the Chinese mainland and overseas for liaison/coordination work in relation to the development of strategic collaborations.

### **Qualifications**

Applicants should:

- (a) have a recognised degree;
- (b) have at least eight years of solid and relevant administrative experience, preferably gained in tertiary institutions;
- (c) have good knowledge of international education;

- (d) be proactive, flexible and professional with good analytical, problem solving and organizational skills;
- (e) be able to work independently as well as in a team;
- (f) have an excellent command of both written and spoken English and Chinese;
- (g) have excellent communication and interpersonal skills; and
- (h) have good computer literacy and be familiar with the use of technology in administration.

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](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. **The closing date for application is Thursday, 9 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](https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/pics_for_recruitment).

26 May 2022