

THE HONG KONG POLYTECHNIC UNIVERSITY

SCHOOL OF OPTOMETRY

Post Specification

Project Assistant (Ref. 19021408)

[Appointment period: twelve months initially, with possibility of further appointment]

Duties

The appointee will assist the project leader in the project – “Vision of love mobile eye care project”. He/She will be required to:

- (a) assist in administration and communication matters of the project;
- (b) provide support to the community vision care activities of the School;
- (c) assist in managing and updating websites and publishing materials;
- (d) attend meetings and take minutes;
- (e) communicate effectively with the project leader, academic/teaching staff and external parties on the implementation of activities; and
- (f) perform any other duties as assigned by the project leader or his/her delegates.

The appointee may be required to work on Saturdays, Sundays and public holidays.

Qualifications

Applicants should:

- (a) have an honours degree or an equivalent qualification;
- (b) have at least three years of relevant post-qualification working experience;
- (c) have a good command of both written and spoken English and Chinese including Putonghua;
- (d) have sound knowledge of computer skills, including Microsoft Word and Excel;
- (e) have good interpersonal, communication and event management skills; and
- (f) be attentive to details and able to work independently.

Preference will be given to those with working experience gained in higher education institutions.

Applicants are invited to contact Miss Vienna Lam Wai Na at tel no. 2766 6117 or email vienna.lam@polyu.edu.hk for further information.

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

Remuneration

A highly competitive remuneration package will be offered. Applicants should state their current and expected salary in the application.

14 February 2019