THE HONG KONG POLYTECHNIC UNIVERSITY

OFFICE OF FACULTY OF CONSTRUCTION AND ENVIRONMENT

Post Specification

Executive Officer (Ref. 20073104)
[Appointment period: twelve months]

Duties

The appointee will be required to:

(a) assist the Faculty Dean or his delegate(s) in handling events, publicity and research matters;

(b) plan and organise scholarly activities, such as public lectures and congregation;

(c) plan and produce various Faculty publications, including policy papers, marketing and publicity materials;

(d) provide secretarial service to committees and working groups;

(e) liaise with University's internal departments, external organizations and students, and handle the enquiries from these parties;

(f) supervise the general supporting staff of the Faculty Office; and

(g) perform any other duties as assigned by the Dean of Faculty, Faculty Secretary or their delegates.

Qualifications

Applicants should have:

(a) a recognised degree;

(b) at least five years of solid administrative/supervisory experience with a good track record in research administration in higher education;

(c) an excellent command of both written and spoken English and Chinese, with fluency in Putonghua being an advantage;

(d) good computer literacy, including Chinese word processing, PowerPoint and Excel; and

(e) exceptional analytical, organizational, interpersonal and leadership skills, with the ability to work independently within a team.

Preference will be given to those with solid programme administration experience in tertiary institutions in Hong Kong.

Shortlisted candidates will be invited to sit for a written test.
Remuneration

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

31 July 2020