

THE HONG KONG POLYTECHNIC UNIVERSITY

SCHOOL OF NURSING

Post Specification

Assistant Officer (Ref. 21012115-E2)

Duties

The appointee will be required to:

- (a) provide administrative support to the designated functional areas such as research administration and may have rotation to different functional areas at the same job level;
- (b) lead and coordinate the subject areas of a specific scope in a specific functional team of the School, e.g. research programme and student administration, research project monitoring, reporting and promotion;
- (c) exercise independent judgment at appropriate operational level to ensure the laid down procedures are observed and complied with;
- (d) exercise initiative in completing recurrent assignments to make continuous quality improvements;
- (e) maintain and update the database for the assigned subject areas;
- (f) proof-read and assist in editing information and documents to meet the internal quality assurance standard;
- (g) provide secretarial support to committees and meetings;
- (h) supervise clerical staff to ensure quality discharge of the duties assigned; and
- (i) perform any other duties as assigned by the Head of School or his delegates.

The appointee may be required to work on irregular hours including evenings and travel occasionally outside Hong Kong.

Qualifications

Applicants should:

- (a) have a recognised degree with at least three years of administrative experience;
- (b) have a good command of both written and spoken English and Chinese including Putonghua;
- (c) be attentive to details and be able to work independently and proactively;
- (d) be able to work under pressure to meet tight deadlines; and

- (e) have proficiency in computer applications including MS Word, Excel, PowerPoint and Chinese word processing.

Preference will be given to those with experience in research administration such as handling research student matters and processing research grant applications and research/project personnel appointments.

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

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

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.

21 January 2021