

THE HONG KONG POLYTECHNIC UNIVERSITY

DEPARTMENT OF ELECTRONIC AND INFORMATION ENGINEERING

Post Specification

Executive Officer (Ref. 21020902-E)

Duties

The appointee will provide administrative support to the Department and be required to:

- (a) provide daily management and operation of academic programmes and related centralised exercises like programme curriculum review, examination, timetabling, arrangement for the interviews of applicants, etc.;
- (b) take care of undergraduate programme validation exercise such as the HKIE accreditation;
- (c) provide secretarial service to working groups and committees on undergraduate programmes, teaching and learning, etc.;
- (d) help formulate strategies and plans for the promotion of EIE academic programmes;
- (e) oversee the implementation of the Work-Integrated Education (WIE) and Graduate Employment Programme (GEP) of the Department;
- (f) prepare proposals, departmental submissions, reports and publicity materials;
- (g) organize departmental functions and events;
- (h) manage general office and supervise junior staff; and
- (i) perform any other duties as assigned by the Head of Department or his delegates.

Qualifications

Applicants should have:

- a) a recognised degree with at least five years' solid and relevant post-qualification experience;
- b) an excellent command of both written and spoken English and Chinese, preferably with fluency in Putonghua; and
- c) good interpersonal and communication skills.

Preference will be given to those with relevant experience in the tertiary education sector. 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.

9 February 2021