

# **THE HONG KONG POLYTECHNIC UNIVERSITY**

## **SCHOOL OF NURSING**

### **Post Specification**

**Executive Officer** (Ref. 21021704-E)

### **Duties**

The appointee will be required to:

- (a) provide administrative support to the School on day-to-day management, including teaching and learning, programme administration, and related quality assurance and centralised exercises (e.g. admissions, budgeting, costing, etc.);
- (b) proof-read and edit information and documents to meet the internal quality assurance standard;
- (c) provide operational support to the related academic development, promotional and marketing activities;
- (d) assist in the planning, quality assurance and enhancement process of the General Office;
- (e) provide secretarial support to committees and meetings;
- (f) liaise with internal and external stakeholders;
- (g) supervise junior administrative staff on day-to-day programme administration and related activities; and
- (h) 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;
- (b) have at least five years of relevant post-qualification experience, with some of which being gained in tertiary institutions;
- (c) have good knowledge of University academic programme administration, preferably in self-financed programme budgeting;
- (d) have a good sense of process streamlining and be familiar with the use of technology in administration;
- (e) have a good command of both written and spoken English and Chinese, preferably with fluency in Putonghua;

- (f) be able to work independently with minimal supervision, creative, initiative, flexible and good at problem-solving; and
- (g) have good computer literacy, including Chinese word processing and advanced MS Excel.

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.

17 February 2021