

# THE HONG KONG POLYTECHNIC UNIVERSITY

## OFFICE OF FACULTY OF BUSINESS

### Post Specification

**Executive Officer (two posts)** (Ref. 21021707-E)

### Duties

The appointees will be required to:

- (a) lead a small team of officers to provide professional administrative support for postgraduate programmes offered on campus and/or off campus, related student activities, programme matters and centralized academic exercises;
- (b) provide secretarial service to committees and meetings;
- (c) plan and organize visits, events and other departmental activities;
- (d) plan, co-ordinate and implement marketing and promotional activities such as seminars, conferences, ceremonies, exhibitions and information days, etc.;
- (e) liaise with internal departments, administrative units and external organizations to execute various events, activities and programmes;
- (f) supervise junior staff in day-to-day programme administration and related activities; and
- (g) perform any other duties as assigned by the Dean of the Faculty or his delegates.

The appointees may be required to work outside normal office hours and/or outside Hong Kong occasionally.

### Qualifications

Applicants should have:

- (a) a recognised degree with at least five years of relevant post-qualification experience;
- (b) strong problem-solving and leadership skills as well as the ability to handle multiple tasks concurrently;
- (c) excellent communication and interpersonal skills;
- (d) good computer literacy, including Chinese word processing; and
- (e) an excellent command of both written and spoken English and Chinese, with fluency in Putonghua.

Preference will be given to those with solid knowledge of the tertiary education sector in Hong Kong and the Chinese mainland.

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