

# **THE HONG KONG POLYTECHNIC UNIVERSITY**

## **SCHOOL OF NURSING**

### **Post Specification**

**Technical Support Assistant** (Ref. 21030104-E)

### **Duties**

The appointee will be required to:

- (a) assist in maintaining laboratories for teaching and practice;
- (b) assist in preparing the Nursing Laboratories and specialty laboratories for classes;
- (c) facilitate and support simulation class sessions;
- (d) assist in loan service of equipment and AV teaching materials;
- (e) keep inventory and stock record of equipment and consumables;
- (f) clean and maintain equipment and models in good condition for classes;
- (g) transport materials to other laboratories;
- (h) assist in the implementation of Health and Safety Policies of the University; and
- (i) perform any other duties as assigned by the Head of School or his delegates.

The appointee may be required to work outside normal office hours and on Saturdays and Sundays.

### **Qualifications**

Applicants should:

- (a) have a recognised associate degree, a higher diploma or a higher certificate, preferably in Nursing, Health Science or a related discipline;
- (b) have at least two years' relevant post-qualification working experience, preferably in health care settings;
- (c) have good hands-on computer skills including Microsoft Office (Word, Excel, etc.);
- (d) have good communication and interpersonal skills; and
- (e) be highly organized, self-motivated and able to work independently.

## **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.

1 March 2021