

THE HONG KONG POLYTECHNIC UNIVERSITY

OFFICE OF FACULTY OF CONSTRUCTION AND ENVIRONMENT

Post Specification

Executive Officer (Ref. 21040716-E)

Duties

The appointee will be required to:

- (a) assist the Dean of Faculty or his delegate(s) in handling programmes and research matters of the Faculty;
- (b) prepare various Faculty publications, including policy papers, programme brochures, etc;
- (c) assist in quality assurance and office management matters;
- (d) organize/coordinate Faculty scholarly/student activities;
- (e) provide secretarial service to committees and working groups;
- (f) liaise with the University's internal departments, external organizations and students;
- (g) supervise general supporting staff of the Faculty Office; and
- (h) perform any other duties as assigned by the Dean of Faculty, Faculty Secretary or their delegates.

Qualifications

Applicants should have:

- (a) a recognised degree;
- (b) at least five years of relevant post-qualification experience with a good track record in programme administration in higher education;
- (c) an excellent command of both written and spoken English and Chinese, with fluency in Putonghua being an advantage;
- (d) the ability to balance multiple priorities and meet deadlines;
- (e) good problem solving skills and computer literacy, including Chinese word processing, PowerPoint and Excel; and
- (f) exceptional analytical, organizational, interpersonal and leadership skills, with the ability to work independently within a team.

Preference will be given to those with solid programme administration experience in tertiary institutions in Hong Kong.

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

[Applicants who have responded to the previous advertisement(s) 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.

7 April 2021