

**THE HONG KONG POLYTECHNIC UNIVERSITY**

**OFFICE OF FACULTY OF CONSTRUCTION AND ENVIRONMENT**

**Post Specification**

**Executive Officer** (Ref. 21041311)

**[Appointment period: twelve months initially, with possibility of further appointment]**

**Duties**

The appointee will be required to:

- (a) assist the Dean of Faculty or his delegate(s) in handling programmes and alumni matters;
- (b) coordinate/organize fundraising/Faculty-based activities;
- (c) assist in quality assurance and professional accreditation matters;
- (d) provide secretarial service to committees and working groups;
- (e) prepare various Faculty publications;
- (f) liaise with the University's internal departments, external organizations and students;
- (g) supervise and coach 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 administrative/supervisory experience;
- (c) high self-motivation and ability to balance multiple tasks and different priorities;
- (d) good problem solving skill and computer literacy, including Chinese word processing, PowerPoint and Excel;
- (e) exceptional analytical, organizational, interpersonal and leadership skills, with the ability to work independently within a specific timeline; and
- (f) an excellent command of both written and spoken English and Chinese, with fluency in Putonghua being an advantage.

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

[Applicants who have responded to the previous advertisement(s) need not re-apply.]

**Remuneration**

A highly competitive remuneration package will be offered. Applicants should state their current and expected salary in the application.

13 April 2021