

# **THE HONG KONG POLYTECHNIC UNIVERSITY**

## **OFFICE OF UNDERGRADUATE STUDIES**

### **Post Specification**

**Project Officer (two posts)** (Ref. 21041314)

**[Appointment period: each for six months]**

### **Duties**

The appointees will be required to:

- (a) provide administrative support to the undergraduate research and innovation scheme at various levels and the related centralized exercises;
- (b) provide secretarial support to committees and working groups;
- (c) prepare budget and compile statistical reports in relation to the undergraduate research and innovation scheme;
- (d) liaise with academic departments or other central administrative offices and external organizations;
- (e) provide assistance in office administration;
- (f) supervise junior staff on day-to-day administration and related activities; and
- (g) perform any other duties as assigned by the Head of Unit or his/her delegates.

### **Qualifications**

Applicants should:

- (a) have a recognised degree;
- (b) have at least five years of relevant post-qualification experience in office and project administration;
- (c) have a good command of both written and spoken English and Chinese;
- (d) have excellent computer proficiency especially in MS Word, Excel, PowerPoint and Chinese word processing;
- (e) have strong problem-solving skills as well as the ability to handle multiple tasks concurrently;
- (f) have good interpersonal and organizational skills, with a high level of self-motivation and a proactive and positive attitude; and
- (g) be dynamic and have a strong sense of responsibility and commitment.

Preference will be given to those with (i) hands-on experience in tertiary settings; (ii) experience in preparing and implementing new policies and guidelines; and (iii) knowledge of online marketing and good understanding of major marketing channels.

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

### **Remuneration**

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

13 April 2021