

# **THE HONG KONG POLYTECHNIC UNIVERSITY**

## **GLOBAL ENGAGEMENT OFFICE**

### **Post Specification**

**Associate Director** (Ref. 21050606-IE)

### **Duties**

The appointee will be required to:

- (a) assist the Director of Global Engagement in overseeing the administration and daily operation of the Global Engagement Office;
- (b) provide strategic inputs and monitor the implementation of global engagement initiatives and activities;
- (c) lead different teams to achieve targets to enhance the global presence and position of the University in different areas, including but not limited to student mobility, education, research and knowledge transfer activities;
- (d) identify and solicit opportunities to enrich collaborative activities with institutional partners and stakeholders outside Hong Kong;
- (e) provide strategic advice to various units of the University on globalization matters;
- (f) develop and foster relationship with internal and external stakeholders at the international level for enhancing the University's global profile and strengthening global networks; and
- (g) perform any other duties as assigned by the Director of Global Engagement or his/her delegate from time to time.

The appointee may be required to work beyond or outside normal office hours and travel overseas regularly.

### **Qualifications**

Applicants should have:

- (a) a recognised degree with not less than ten years of relevant experience, of which at least eight years should be at management level. Possession of solid experience in managing global engagement activities in tertiary institutions or sizable organisations is a definite advantage;
- (b) a good knowledge of the higher education environment in the local and global context;
- (c) excellent interpersonal, communication and leadership skills; and

- (d) an excellent command of both written and spoken English and Chinese, with fluency in Putonghua being an advantage.

**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.

6 May 2021