

THE HONG KONG POLYTECHNIC UNIVERSITY

OFFICE OF UNDERGRADUATE STUDIES

Post Specification

Executive Officer (Ref. 21061801-E)

Duties

The appointee will be required to:

- (a) provide management and administrative support to the General University Requirements (GUR) teaching and learning conducted in the Chinese mainland, Taiwan and Macau, and to render necessary support related to GUR subjects for its sustainable development;
- (b) work with various PolyU Regional bases and provide directives and guidance to the supporting staff in Regional bases for the implementation of GUR subjects in the Chinese mainland;
- (c) liaise with local institutions and partners of various service sites and build useful networks to facilitate the development and implementation of GUR subjects in the Chinese mainland, Taiwan and Macau;
- (d) travel to the Chinese mainland, Taiwan and Macau and work on irregular hours, including evenings, Saturdays and Sundays on need basis;
- (e) provide administrative support to the operations of the Office; and
- (f) perform any other duties as assigned by the Associate Vice President (Undergraduate Programme) or his delegates.

Qualifications

Applicants should have:

- (a) a recognised degree;
- (b) at least five years of solid administrative and/or supervisory experience;
- (c) a good command of both written and spoken English and Chinese, preferably with fluency in Putonghua;
- (d) good interpersonal and communication skills;
- (e) competency in providing secretarial support to committees; and
- (f) good knowledge of common computer software.

Preference will be given to those with relevant experience in tertiary institutions and knowledge of the education sector in Hong Kong.

Applicants with less experience may be considered for appointment at a lower level. Shortlisted candidates will be invited to sit for a written test.

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.

18 June 2021