

THE HONG KONG POLYTECHNIC UNIVERSITY

RESEARCH AND INNOVATION OFFICE

Post Specification

Executive Officer (two posts) (Ref. 21070505-E)

Duties

The appointees will be required to:

- (a) provide support service to Faculties/Departments/ Schools in research project matters;
- (b) provide secretarial service to committees, working groups and/or task forces;
- (c) liaise with academic departments and central administrative units;
- (d) supervise clerical staff and/or other subordinates; and
- (e) perform any other duties as assigned by the Head of Office or his/her delegates.

Qualifications

Applicants should have:

- (a) a recognised degree;
- (b) at least five years of relevant post-qualification experience, preferably in the administration of research grant and project matters;
- (c) a good command of both written and spoken English and Chinese with fluency in Putonghua being a definite asset;
- (d) good computer literacy, including Chinese word processing;
- (e) excellent communication, interpersonal and organizational skills; and
- (f) high self-motivation and ability to complete tasks independently.

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.

Application

Please send a completed application form by post to **Human Resources Office, 13/F, Li Ka Shing Tower, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong** or via email to hrstaff@polyu.edu.hk. Application forms can be downloaded from http://www.polyu.edu.hk/hro/job/en/guide_forms/forms.php. If a separate curriculum vitae is to be provided, please still complete the application form which will help speed up the recruitment process. **Consideration of applications will commence on 19 July 2021 until the positions are filled.** The University's Personal Information Collection Statement for recruitment can be found at http://www.polyu.edu.hk/hro/job/en/guide_forms/pics.php.

5 July 2021