

THE HONG KONG POLYTECHNIC UNIVERSITY

OFFICE OF FACULTY OF BUSINESS

Post Specification

Executive Officer (Ref. 21070516-IE)

Duties

The appointee will be required to:

- (a) lead a small team of officers to provide professional administrative support for academic programmes offered on campus and/or off campus, related student activities, programme matters and centralized academic exercises;
- (b) provide secretarial service to committees and meetings;
- (c) plan and organize visits, events and other departmental activities;
- (d) plan, co-ordinate and implement marketing and promotional activities such as seminars, conferences, ceremonies, exhibitions, information day, etc.;
- (e) liaise with internal departments, administrative units and external organizations to execute various events/activities and programmes;
- (f) supervise junior staff in day-to-day programme administration and related activities;
- (g) plan, co-ordinate and implement marketing and promotional activities such as seminars, conferences, ceremonies, exhibitions, information day, etc.; and
- (h) perform any other duties as assigned by the Dean of the Faculty or his delegates.

The appointee may be required to work outside normal office hours and/or outside Hong Kong occasionally.

Qualifications

Applicants should have:

- (a) a recognised degree with at least five years of relevant post-qualification experience;
- (b) strong problem-solving and leadership skills and the ability to handle multiple tasks concurrently;
- (c) excellent communication and interpersonal skills;
- (d) an excellent command of both written and spoken English and Chinese, and with fluency in Putonghua; and
- (e) good computer literacy, including Chinese word processing.

Preference will be given to those with solid knowledge of the tertiary education sector in Hong Kong and Mainland China.

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 12 July 2021 until the position is 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