

THE HONG KONG POLYTECHNIC UNIVERSITY

RESEARCH AND INNOVATION OFFICE

Post Specification

Manager / Assistant Manager (Mainland Support) (two posts) (Ref. 21071207-E)

Duties

Reporting to an Assistant Director of the Unit, the appointees will provide a full range of support and services for the operation of the research facilities in Shenzhen and the Greater Bay Area (GBA) as well as manage relevant research facilities and projects.

The appointee to the **Manager post** will be responsible for managing and leading the execution of the overall strategy for Mainland research support.

For **all posts**, the appointees will be required to:

- (a) manage, facilitate and provide executive support to Shenzhen Research Institute and other research facilities in the GBA, and provide promotion and liaison support to Mainland research facilities;
- (b) manage a team of administrative and technical staff to support office administration, finance, human resources, laboratory safety, equipment management, etc. for the research facilities in Shenzhen and the GBA;
- (c) provide secretarial and support service to relevant meetings and committees, liaise with research facilities between Mainland and Hong Kong;
- (d) facilitate and manage the setting up of research teams/facilities in Shenzhen and the GBA, report and develop strategy support regularly;
- (e) liaise with Principal Investigators and Mainland collaborators/clients on collaborative research, consultancy, contract research, funding application and report management;
- (f) travel frequently to Mainland and perform duties in Shenzhen, the GBA as well as the University Campus; and
- (g) perform any other duties as assigned by the Director of Unit or his/her delegates.

The appointees may be required to work beyond normal office hours for functions hosted by the research units.

Qualifications

Applicants should:

- (a) have a recognised degree, preferably in Science, Engineering, Management or a related discipline;
- (b) at least five years of post-qualification administrative and supervisory experience in managing and providing support to research facilities under various funding schemes;
- (c) have management and report writing experience, preferably with project management experience;
- (d) be familiar with Mainland research system;
- (e) have a good command of written and spoken English and Chinese, including Putonghua;
- (f) be proficient in computer skills, including but not limited to MS Word, Excel, PowerPoint and Adobe Acrobat;
- (g) have a strong sense of responsibility and be proactive in accomplishing multiple tasks within schedule, well-organised, attentive to details, and willing to embrace and learn new knowledge/skills; and
- (h) have good teamwork and interpersonal skill with ability to work independently.

Preference will be given to those with Mainland support and management experience.

Candidates with less experience will be considered for the post of Assistant Manager.

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 appointments 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.

12 July 2021