

# **THE HONG KONG POLYTECHNIC UNIVERSITY**

## **SCHOOL OF ACCOUNTING AND FINANCE**

### **Post Specification**

**Senior Executive Officer** (Ref. 21073002-E)

### **Duties**

The appointee will be required to:

- (a) play a versatile role in leading and overseeing the administrative function of the School to achieve high performance in support of a wide spectrum of work related to academic programmes, research administration, finance, HR matters, manpower planning, and other services;
- (b) provide executive support to the Head of the School in day-to-day management of the School;
- (c) coordinate/prepare proposals, reports and write-ups for various exercises;
- (d) supervise and coach administrative staff to achieve operational effectiveness;
- (e) provide secretarial support to various committees and meetings as required;
- (f) liaise and maintain effective communication with the internal and external stakeholders; and
- (g) perform any other duties as assigned by the Head of the School or her delegates.

### **Qualifications**

Applicants should have:

- (a) a recognised degree, preferably a master's degree;
- (b) at least eight years of solid and relevant administrative experience at supervisory level, preferably in tertiary institutions;
- (c) strong leadership ability, sense of responsibility, self-motivation and ambition to work;
- (d) strong analytical as well as organizational skills and be able to perform data compiling, analysis and presentation of data in various formats;
- (e) excellent communication and interpersonal skills;
- (f) good computer literacy; and
- (g) an excellent command of both written and spoken English and Chinese, preferably with fluency in Putonghua.

Candidates with less experience will be considered for the post of Executive Officer.

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](mailto:hrstaff@polyu.edu.hk). Application forms can be downloaded from [http://www.polyu.edu.hk/hro/job/en/guide\\_forms/forms.php](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 16 August 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](http://www.polyu.edu.hk/hro/job/en/guide_forms/pics.php).

30 July 2021