

THE HONG KONG POLYTECHNIC UNIVERSITY

DEPARTMENT OF CIVIL AND ENVIRONMENTAL ENGINEERING

Post Specification

Technical Officer / Assistant Technical Officer (Ref. 21080211-IE)

Duties

The appointee will be responsible for all technical tasks and administrative duties for the Concrete Technology Laboratory. He/She will be required to:

- (a) supervise laboratory sessions and assist in the fabrication, setup and instrumentation of test-rigs for students and research projects which are carried out in or outside the laboratories / workshops of the Department;
- (b) provide technical support for preparing, casting and testing of cement and concrete using conventional and advanced equipment;
- (c) coordinate teaching and research support activities among the laboratories / workshops of the Department;
- (d) provide assistance to academics in charge of laboratories in management, and development of laboratories and workshops;
- (e) provide support to departmental events, e.g. University Information Day or Orientation Day, etc.; and
- (f) perform any other duties as assigned by the Head of Department or his delegates.

Qualifications

Applicants should:

- (a) have a higher diploma, preferably a recognised degree, in Civil Engineering, Mechanical Engineering or other related disciplines;
- (b) have at least eight years of relevant post-qualification experience;
- (c) be competent in cement and concrete mix proportion, mixing, casting and testing, and in erection of concrete formwork and fixing of steel reinforcement; and
- (d) be fluent in Cantonese, English and Putonghua;
- (e) have strong analytical skills, and good interpersonal and communication skills.

Preference will be given to those who have a valid driving licence of class 2 or above, and those who have working experience in laboratories and/or workshops in tertiary institution. Candidates with less experience will be considered for the post of Assistant Technical Officer.

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 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.

2 August 2021