

THE HONG KONG POLYTECHNIC UNIVERSITY

DEPARTMENT OF HEALTH TECHNOLOGY AND INFORMATICS

Post Specification

Senior Technical Officer (Ref. 21080218-IE)

Duties

The appointee will be required to:

- (a) lead and supervise a team of technical staff to facilitate smooth running and maintenance of both the teaching and research laboratories of Medical Laboratory Science;
- (b) plan, organize and oversee the set up and renovation of laboratories;
- (c) review and upgrade the operating procedures of instrument and lab manuals;
- (d) arrange the job duties and duty roster for the staff;
- (e) identify training needs of the staff and organize appropriate training for them;
- (f) liaise with other departments on the lab booking issues; and
- (g) perform any other duties as assigned by the Head of Department or his delegates.

Qualifications

Applicants should:

- (a) have a recognised degree in Biomedical Science or an equivalent qualification;
- (b) have at least eight years of solid post-qualification experience;
- (c) possess a certificate of registration (Part I) and a practicing certificate issued by the Medical Laboratory Technologists Board of Hong Kong;
- (d) have proven supervisory experience in managing a medical laboratory; and
- (e) have good interpersonal and communication skills.

Preference will be given to those with higher academic qualifications and good supervisory experience.

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