

COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION

Founded by The Hong Kong Polytechnic University (PolyU), the *College of Professional and Continuing Education (CPCE)* oversees the operations of the *Hong Kong Community College* which offers quality sub-degree programmes for secondary school leavers and the *School of Professional Education and Executive Development* which offers professionally oriented academic award programmes for persons at various stages of their career, including top-up degree awards for associate degree and higher diploma graduates. There are four Academic Divisions in CPCE, namely Division of Business and Hospitality Management, Division of Languages and Communication, Division of Science, Engineering and Health Studies and Division of Social Sciences, Humanities and Design.



School of Professional Education
and Executive Development
專業進修學院



The College now invites applications for the following post:

Division of Social Sciences, Humanities and Design

Project Associate (Ref. 240322-05)

[Appointment period: twelve months]

Duties

The appointee will assist the Project Coordinator and the Project Team in The Hong Kong Jockey Club Charities Trust donated project - “LevelMind@JC at Schools”. He/She will be required to:

- (a) assist the project team to implement the project by complying with the project objectives, scope, timetable, and the expected deliverables;
- (b) assist in planning, organisation and project management of the related events;
- (c) coordinate with design companies to deliver quality design outcomes for the project;
- (d) monitor the progress of the project and report to the funding body in a timely manner;
- (e) oversee the project’s resource utilisation, budgeting and procurement, and
- (f) perform any other duties as assigned.

The appointee may be required to work on weekends and public holidays.

Qualifications

Applicants should have:

- (a) a master’s degree or a good honours degree, preferably in Architecture, Design or related disciplines; or related disciplines;
- (b) at least three years of relevant working experience, preferably in project administration;
- (c) strong communication and interpersonal skills;
- (d) proficiency in English and Chinese;
- (e) good computer knowledge in MS Office applications, and
- (f) the ability to work independently and complete various tasks in tight timeline.

Possession knowledge of software packages such as Adobe CC, AutoCAD, Sketchup and/or other modelling software will be an advantage.

Shortlisted candidates may be invited to sit for a written test.

Conditions of Service

An attractive remuneration package will be offered.

Application

Please complete the job application form which is available on http://www.cpce-polyu.edu.hk/chro/app_form/ and send it to the Human Resources Office, College of Professional and Continuing Education via email huoffice@cpce-polyu.edu.hk. For applicants who wish to provide a separate curriculum vitae, they should still complete the job application form for facilitating the recruitment process. Consideration of applications will commence on 5 April 2024 until the position is filled.

For enquiries/further information, please contact Mr Chang Hoi-wood at 3746 0272 or via email hoiwood.chang@cpce-polyu.edu.hk.

Note: College of Professional and Continuing Education Limited is an affiliate of The Hong Kong Polytechnic University.

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