

## 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:

### CPCE Libraries

**Senior Assistant Librarian / Assistant Librarian I (Systems and Academic Support)**  
(Ref. 240308-01)

### Duties

The appointee will be required to:

- (a) manage the Integrated Library System, discovery platform and other Library critical systems, including in-house developed databases;
- (b) manage electronic resources, develop digital library applications, e-learning related systems and the Libraries website;
- (c) oversee all library related information and communication technology applications;
- (d) lead the Systems and Academic Support Section to provide a wide range of quality services;
- (e) develop and implement new initiatives;
- (f) liaise with internal and external service providers, and
- (g) perform any other duties as assigned.

The appointee may be required to work on shift duties in evenings, weekends and on public holidays on either the PolyU Hung Hom Bay Campus or PolyU West Kowloon Campus.

### Qualifications

Applicants should have:

- (a) a recognized degree and a professional qualification in Librarianship (MLS or equivalent);
- (b) minimum eight years of solid professional and supervisory experience, including experience in systems development and management in academic libraries;
- (c) working knowledge of Integrated Library System, discovery platform, UNIX, Linux, MS Windows server operating systems;
- (d) experience in networking, software and Web application development including open source software development and user-interface design;
- (e) knowledge and experience of programming such as Perl, .NET, PHP, XML, CSS, HTML, MySQL, Angular, JavaScript and web services based on various APIs;
- (f) demonstrated supervisory and project management skills;

(g) the quality of being mature, independent, responsible, a good team member and an effective team leader, and

(h) a good command of written and spoken English and Chinese.

Applicants with less experience will be considered for the post of Assistant Librarian I.

### **Conditions of Service**

An attractive remuneration package will be offered. Initial appointment will be made on a two-year contract. Re-engagement thereafter is subject to mutual agreement.

### **Application**

Please complete the job application form which is available on [http://www.cpce-polyu.edu.hk/chro/app\\_form/](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](mailto:huoffice@cpce-polyu.edu.hk). Applicants who wish to provide separate curriculum vitae, they should still complete the job application form to facilitate the recruitment process. Consideration of applications will commence on 22 March 2024 until the positions are filled.

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

March 2024