

## 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

**SPEED**

The College now invites applications for the following post:

### CPCE Human Resources Office

#### Senior Human Resources Officer (Ref. 240308-05)

#### Duties

The appointee will be required to:

- (a) handle the recruitment and appointment related matters of designated CPCE units;
- (b) assist in managing specific HR subject areas/projects as assigned;
- (c) coach and supervise staff, and
- (d) perform any other duties as assigned.

#### Qualifications

Applicants should have:

- (a) a recognised degree;
- (b) at least five years' relevant experience;
- (c) a good command of written and spoken English and Chinese;
- (d) a strong sense of commitment to work, and
- (e) good analytical, communication and interpersonal skills.

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

#### 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 [hurecruit@cpce-polyu.edu.hk](mailto:hurecruit@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 22 March 2024 until the position is filled.

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

March 2023