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, offering quality sub-degree programmes for secondary school leavers; and the School of Professional Education and Executive Development, offering 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.

The College now invites applications for the following post:

Hong Kong Community College (HKCC)

Career Development Officer
(carrying the concurrent post title of Student Development Officer) (Ref. 150306-01)

Duties

(a) contribute to the planning, development and implementation of the career development and support services for students;
(b) network with employers, conduct career training workshops, provide career counselling and advising;
(c) organize company visits, career talks, job fairs and internship programmes;
(d) contribute to the development of an online platform for job posting and career resources;
(e) organize various student development activities, either independently or in collaboration with other team members;
(f) contribute to student development and related affairs in general; and
(g) perform any other duties as assigned.

The appointee will be posted to the Student Affairs Office of CPCE which will be established in late 2015. They may station on either campus, and be required to take up assignments and work outside Hong Kong occasionally.

Qualifications

Applicants should have:

(a) a recognised degree;
(b) at least five years of solid career advisory experience in education, public or social service sector; exposure in various business fields or in human resources and training will be an advantage;
(c) excellent communication and interpersonal skills, mature personality, and the abilities to handle administrative work efficiently and work under pressure are essential;
(d) a good command of both written and spoken English and Chinese, fluency in Putonghua will be an advantage; and
(e) the calibre of a team leader as well as a team player.

Shortlisted candidates may be invited to sit for a written test.
Remuneration and Conditions of Service

Salary offered will be commensurate with qualifications and experience. Initial appointment will be made on a two-year contract. Re-engagement thereafter is subject to mutual agreement.

Application

Application forms are obtainable by downloading from http://www.cpce-polyu.edu.hk/chro/app_form/. Please quote the reference number, unit and post in the application. Completed application forms should be returned to the Human Resources Office, College of Professional and Continuing Education, Room 1710, 17/F, PolyU Hung Hom Bay Campus, 8 Hung Lok Road, Hung Hom, Kowloon by post/fax (2364 0098)/e-mail (huoffice@cpce-polyu.edu.hk) on or before Saturday, 21 March 2015. Applicants who are not invited to an interview within two months of the closing date may consider their applications unsuccessful.

March 2015