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:

CPCE Libraries

Senior Assistant Librarian / Assistant Librarian I (Ref. 160304-03)

Duties

The appointee will be required to:

(a) manage the INNOPAC Library System and other Library mission 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) liaise with internal and external service providers;
(e) develop and implement new initiatives;
(f) co-ordinate and enhance the delivery of a wide range of services; 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 of the two campuses in West Kowloon and Hung Hom Bay.

Qualifications

Applicants should have the following qualifications and qualities:

(a) a good university degree and a recognized professional qualification in Librarianship (MLS or equivalent);
(b) minimum eight years of relevant professional and supervisory experience, including experience in systems management in academic libraries;
(c) working knowledge of INNOPAC Library System, UNIX, Linux, MS Windows server operating systems;
(d) experience in networking and Web application development;
(e) knowledge and experience in programming;
(f) demonstrated supervisory and project management skills;
(g) mature, independent, responsible, and able to work as a team member and a team leader; and
(h) a good command of English and Chinese.

Applicants with less experience will be considered for the post of Assistant Librarian I.
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, 19 March 2016. Applicants who are not invited to an interview within two months of the closing date may consider their applications unsuccessful.

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

March 2016