



香港能仁專上學院
Hong Kong Nang Yan College
of Higher Education

Hong Kong Nang Yan College of Higher Education (NYC) is a self-financed tertiary education institution registered under Cap 320 in April 2014 and is approved by the HKSAR Government to offer full time degree programmes. We now invite qualified candidates for the following post :

Assistant Registrar / Executive Officer II

The main duties for this post are to provide academic service support including, but not limited to, student admission, course registration, student system administration and graduation and to provide administrative support in the smooth operation of the College's educational programmes. The person in this post will have to work closely with our students and teachers.

Applicants for the post should hold a Bachelor Degree with 2 years of experience in registry functions at tertiary institutions or relevant organizations; be able to pay attention to detail and be able to work under pressure. Working experience gained from a tertiary education institution is preferred but not necessary.

The title and salary given will be commensurate with the relevant experience of the successful applicant.

We offer competitive salaries and benefits. Initial appointments will be made on a fixed-term contract. Re-engagement thereafter is subject to mutual agreement. Applicants are invited to submit a detailed resume, indicating your present as well as expected salary, to the Human Resources Unit, Hong Kong Nang Yan College of Higher Education, 325 – 329 Lai Chi Kok Road, Shamshuipo, Kowloon OR by email to hr@ny.edu.hk.

Applications will not be acknowledged or returned. Interviews of suitable applicants will continue until the post is filled. NYC reserves the right not to fill any position. Applicants who have not been contacted by us **before 31 May 2022** may assume that their application has not been shortlisted for this round of recruitment.

(The personal data provided by an applicant will be kept confidential
and used for recruitment purpose only)