The School of Continuing and Professional Education Limited (SCPE) was established by The Hong Kong Institute of Education since 2006 as its self-financed extension arm to serve the community by providing quality educational services and promoting life-long learning opportunities at various levels, for practitioners as well as the general public in response to their needs and aspirations. It delivers a whole range of Associate Degree Programmes in education and other areas, Pre-Associate Degree Foundation Certificate Programmes and Professional Development Courses, as well as Project Yi Jin studies for school-leavers.

The School invites applications for the following posts:

1. **Full time Senior Lecturer / Lecturer / Assistant Lecturer (Chinese / Accountancy / Sports / Early Childhood Education)**  
   (Ref: SL/L/AL/SCPE/0610)

   Appointees will be responsible for teaching courses for Associate Degree Programmes, Pre-Associate Degree Foundation Certificate Programmes, Project Yi Jin (毅進計劃) and other professional and continuing education courses. They will also assist in programme development and administration, organizing extra-curricular activities and contributing to the development of teaching and learning materials.

2. **Part time Lecturer / Assistant Lecturer**  
   (Ref: PT-L/AL/SCPE/0610)

   Appointees will be responsible for teaching courses for Associate Degree Programmes, Pre-Associate Degree Foundation Certificate Programmes, Project Yi Jin (毅進計劃) and other professional and continuing education courses. They will also assist in programme development and administration, organizing extra-curricular activities and contributing to the development of teaching and learning materials. Subjects to be taught include:

   - Chinese Language / Putonghua / English and Modern Languages
   - Accountancy
   - Sports
   - Early Childhood Education
   - Mathematics
   - Communication Skills
   - Psychology
   - Sociology
   - Business Studies
   - Tourism
   - Art & Design / Music
   - Information Technology

   Applicants for **Senior Lecturer** should possess a master’s degree, preferably with a doctoral degree; a minimum of 6 years of teaching experience in the post-secondary education sector, preferably at tertiary level; and professional teaching qualifications.

   Applicants for **Lecturer** should possess a recognized degree, preferably with a master’s degree; a minimum of 4 years of teaching experience in the post-secondary education sector, preferably at tertiary level; and professional teaching qualifications.

   Applicants for **Assistant Lecturer** should possess a recognized degree and professional teaching qualifications. Teaching experience in the post-secondary education sector, preferably at tertiary level, will be an advantage.

Professional Qualifications (such as CPA) are preferable for applicants teaching accounting subjects. Industrial or corporate experience will be highly regarded.

Applicants should indicate on the application form the post applied for, the subjects and the sessions (morning / afternoon / evening) they are able to teach.
3. Supervisor (Ref: Sup/SCPE/0610)

The appointee will assist in the development, promotion and operation of student activities and self-funding courses. He/She will also be responsible for providing secretarial support to committees.

Applicants should possess a recognized degree with post-qualification working experience in client-oriented organizations; proficiency in English and Chinese (including Putonghua); literacy in computer applications; and excellent interpersonal and communication skills. He/She should be a good team player and able to work under pressure.

4. Clerk (Ref: Clerk/SCPE/0610)

The appointee will be responsible for performing general clerical duties, assisting in programme and office administration, and providing support to the School’s functions and activities.

Applicants should possess Grade E (Level 2) or above in at least 5 subjects including Chinese, English (Syllabus B) and Mathematics in the HKCEE or equivalent (such as graduates of Project Yi Jin), preferably with relevant working experience; and literacy in computer applications such as MS Word, Chinese Word Processing, Excel and Access.

Salary will be commensurate with qualifications and experience.

Application forms can be obtained from (a) http://www.ied.edu.hk/hro/applyfor.htm; (b) the Human Resources Office, 3/F, Administration Building, The Hong Kong Institute of Education, 10 Lo Ping Road, Tai Po, New Territories, Hong Kong; or (c) Town Centre, Level 2, The Long Beach, 8 Hoi Fai Road, Tai Kok Tsui, Kowloon, Hong Kong. The completed application form, together with full curriculum vitae, should be sent to the Human Resources Office by email to hro@ied.edu.hk or by fax to (852) 2948 6005 or by post on or before 10 July 2010. Please quote the reference number of the position in the application and mark “Strictly Confidential – Job Application” on the envelope.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted.

Further information about the Institute is available at http://www.ied.edu.hk

The HKIEd is an Equal Opportunities Employer