Guide to Appointment for Applicants

Mainland China Projects Co-ordinator

President’s Office

Overall Objectives

The appointee will report to the Vice President (Academic) or his nominee for academic and business activities in the Mainland. In addition, the appointee will have a major responsibility in managing the OUHK Consultants (Shenzhen) Ltd., a wholly own subsidiary of the University.

Entry Requirements

- An honours degree plus substantial relevant post-qualification experience
- Effective communication skills in both the English and Chinese languages, and fluency in Putonghua
- Good knowledge of the Mainland, including its higher education system
- Advanced degrees preferred

Major Responsibilities

a) To assist the Vice President (Academic) or his nominee in the planning, development, implementation and monitoring of academic and business activities in the Mainland;
b) To play the role of General Manager of the OUHK Consultants (Shenzhen) Ltd. and to provide management support to the Management Committee of the latter;
c) To coordinate the recruitment of Mainland students to study full-time OUHK programmes in Hong Kong;
d) To liaise with relevant organisations in the Mainland on the promotion of OUHK programmes and on matters relating to the development of the University and the OUHK Consultants (Shenzhen) Ltd.;
e) To assist in developing and maintaining effective linkage with the higher education sector in the Mainland;
f) To assist in the exploration of business opportunities, sourcing of potential partners and development of business strategies in the Mainland;
g) To facilitate Schools/Units in the implementation of Mainland-related projects;
h) To organise two-way exchange activities, visits, seminars and information exchanges between OUHK and its partners in the Mainland;
i) To undertake such other duties and responsibilities as assigned by the Vice President (Academic) or his nominee.
**Remuneration Package** (for reference only – subject to change)

<table>
<thead>
<tr>
<th><strong>Monthly Basic Salary</strong></th>
<th>HK$33,520 – HK$52,815</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contract-end Gratuity</strong></td>
<td>15% of total basic salary over the contract period payable upon satisfactory completion of the contract. The contract-end gratuity payable shall be inclusive of the total monthly contributions made by the University as an employer to the MPF Scheme or the ORSO Sub-scheme</td>
</tr>
<tr>
<td><strong>Monthly Composite Cash Allowance</strong> (applicable to a 2-year contract only)</td>
<td>5%/30% as appropriate of monthly basic salary, capped at the mid-point of the salary scale</td>
</tr>
<tr>
<td><strong>Other Benefits</strong></td>
<td>annual leave, medical and dental schemes, and life insurance (this last item is applicable to a 2-year or longer contract only)</td>
</tr>
</tbody>
</table>

*Human Resources Unit*
*2 Nov 2009*