



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 private tertiary institution registered under Cap 320 in April 2014 and is approved by the HKSAR Government to offer 4-year full time degree programmes. We now invite qualified candidates for the following posts:

Registrar

The main duties for this post are to provide academic service support including, but not limited to, programme development and validation, student admission, course registration, academic scheduling, student system administration, academic policy, graduation arrangement 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 8 years of experience in academic administration including registry functions at tertiary institutions or relevant organizations; have a good management and communication skill; 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 salary given will be commensurate with the relevant experience of the successful applicant.

We offer competitive salaries. Please send your application with a detailed resume, indicating your present as well as expected salary, to the Human Resources Office, 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 the end of November 2021 may assume that their applications have 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)