

Department of Geography/ Asian Energy Studies Centre Hong Kong Baptist University

Seeking a proactive and versatile team player to support our energy policy research projects

Job title: Senior Research Assistant/ Research Assistant

About our Asian Energy Studies Centre:

Our centre aims to be an internationally recognised hub for sustainable energy studies on the Asian region.

- We are committed to pursuing excellence in academic research in the areas of sustainable energy, with particular focus from the perspectives of governance in the Asian context.
- We promote informed energy decision-making and improve energy policies in this region, including Hong Kong, by creating new knowledge, providing practical policy recommendations, promoting knowledge exchange, and facilitating stakeholder engagement.
- We undertake interdisciplinary collaborative research projects, organize academic workshops, public seminars and other engagement events.

Please see our website for more information: <http://aesc.hkbu.edu.hk/>

Responsibilities:

This is a dynamic role which will support our research on energy-related studies from governance and policy perspectives, including a project on solar energy developments in Hong Kong, and a comparative study of sustainable energy transitions in Asian countries.

The responsibilities include:

- **Data collection:** Gathering data from primary and secondary sources. Primary sources include stakeholder interviews, focus group discussions, and case study site visits. Tasks involve interview design, participant recruitment, appointment scheduling, and conducting face-to-face interviews.
- **Data analysis and writing:** Organise and analyse quantitative and qualitative data. Support writing of reports, presentations, policy briefs, and academic papers.
- **Project coordination:** Manage workflow and liaise with team members and external collaborators to ensuring meeting of key project milestones.
- **Event preparation:** Plan, publicise and manage events such as workshops and seminars.
- **Grant writing:** Support the team in preparing project proposals to apply for government, university, and private grants.
- **Outreach:** Help maintain, strengthen, and grow the research centre's partnerships with local and international NGOs, businesses, government agencies, community groups and fellow researchers.
- **Administration and personnel coordination:** Handle administrative tasks, maintain finance records, liaise with other university departments, provide guidance and supervision to part-time assistants and freelance contractors.

Requirements:

- Applicants should have a good Bachelor's or Master's Degree, preferably in energy studies, environmental studies, geography or related social science disciplines.
- Excellent command of written and spoken English and Chinese (including fluency in Cantonese) are needed.
- Strong communication and interpersonal skills are essential.
- He/She should be self-motivated, responsive, conscientious, and able to work independently and under pressure.

Terms and benefits:

- Appointment will be for a period of approximately 12 months, with potential opportunity for contract renewal.
- Salary will be commensurate with qualifications and experience.
- We have a supportive environment which promotes work-life balance and can accommodate flexible work arrangements.

Application Procedure:

Applicants are invited to write in response to the requirements and fill in the application forms which are obtainable:

(a) by downloading from: [<http://www.hkbu.edu.hk/~pers>]; or

(b) by fax at 3411-7799 (local line only); or

(c) in person from the Personnel Office, Hong Kong Baptist University, Level 7, Shaw Tower, 34 Renfrew Road, Kowloon Tong, Kowloon.

The completed application form should be sent to aesc@hkbu.edu.hk.

Applicants not invited for interview after 8 weeks from the closing date may consider their applications unsuccessful. Details of the University's Personal Information Collection Statement can be found at [<http://www.hkbu.edu.hk/~pers/job>].

The University reserves the right not to make an appointment for the posts advertised, and the appointment will be made according to the terms & conditions then applicable at the time of offer.

Closing date: 26 September 2018 or until the position is filled