

Communications Officer (holding a substantive rank of Executive Officer II)

(Ref: 2400136)

Communications Office

EdUHK is inviting applications for the post of Communications Officer. The appointee will be assisting the Director of Communications and Engagement and Assistant Director of Communications in the day-to-day operation. He/she will be responsible for managing regular updates of university websites and an information database; liaising with units concerned for programme promotions; working closely with external parties and contractors for online, event and publicity projects; handling daily enquiries; coordinating university-wide events and the logistical arrangements, rendering support to the office administration and committees/meeting and to perform any other job-related duties as assigned by the Director of Communications and Engagement, Assistant Director of Communications, and supervising officers from time to time. The appointment will be for a period of 2 or 3 years with the possibility of renewal subject to mutual agreement.

Applicants should have a recognised bachelor's degree in related fields with several years of full-time working experience. They should possess good command of written and spoken English and Chinese (including Putonghua) and the ability to work under pressure and within tight deadlines. They should be highly-organised, dedicated and proactive. Substantial experience in database and event management and knowledge on website management would be an advantage. The successful applicant should be a team player who is able to work in a fast-paced environment.

Applicants who have responded to the previous advertisement of the same position (Ref: 2301366) are under consideration and need not re-apply.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), leave, medical and dental benefits.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV. **Review of applications will start from 20 February 2024, and will continue until the post is filled.** Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsopp/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

Further information about the University is available at <http://www.eduhk.hk>.

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