

Manager (Engagement) (Ref: 2400330) Communications Office

EdUHK is inviting applications for the post of Manager (Engagement). The appointee will play a key role in developing and implementing strategies to enhance the University's global presence and foster international partnerships. This position requires a strong understanding of higher education, high-level coordination and overall planning ability, excellent interpersonal skills, and a passion for promoting cross-cultural collaboration.

Reporting to the Director of Communications and Engagement, the appointee's key roles and accountabilities include:

- Developing and implementing a comprehensive global engagement action plan, according to the strategic layout of university management, to enhance the University's international profile and increase global partnerships;
- Identifying, cultivating and engaging strategic partnerships with overseas/mainland universities and institutions, including but not limited to governments and ministries at all levels, for joint initiatives and collaborative projects;
- Communicating, coordinating and collaborating with units at the University and stakeholders to develop and implement programmes and initiatives in line with the University's strategic direction;
- Planning, devising and organising special projects, campaigns and events to promote the University's global outreach initiatives;
- Providing executive to the senior management for the development of agreements, presentations and speeches, etc.

Applicants should have a recognised degree in Communications/Journalism, International/Public Relations or a related discipline, with at least eight years of experience in corporate communications, global partnership or related fields. The appointee should be a detail-oriented self-starter, well-versed with local and national media, public sentiment and political dynamics. He/she must possess good analytical skills, excellent interpersonal and communication skills to effectively engage with diverse stakeholders, strong project management background, ability to work independently and collaboratively in a fast-paced and dynamic environment. Strong written and verbal communication skills in English and Chinese (including Putonghua) are required. Applicants with less experience will be considered for the position of Assistant Manager (Engagement).

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 appointee will hold a substantive rank of Executive Officer I for the position of Manager (Engagement) or a substantive rank of Executive Officer II for the position of Assistant Manager (Engagement) in the University.

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 8 April 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.

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

EdUHK is an Equal Opportunities Employer.