

**Assistant Communications Officer (Ref: 2400399)**  
**Communications Office**

The appointee will provide support for the execution of the University's media communications strategies and programmes. He/she will assist in enhancing the University's reputation and visibility through proactive media communications, which may involve story pitching, lining up of media interviews, crafting of press releases, and development of publicity collaterals, including promotional videos.

Applicants should have a Bachelor's degree in Public Relations, Journalism, Communications or other related fields. They should also have a good command of English and Chinese, interpersonal and communication skills. Preference will be given to those with strong TV news and video production experience.

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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 Assistant 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 on or before **30 April 2024**. 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>.

**EdUHK is an Equal Opportunities Employer.**