

Communications Officer (2 posts) (Ref: 2500175) Communications Office

The Communications Office at EdUHK is inviting applications for two Communications Officer positions. The appointee will provide support for the execution of media communications strategies of the University in line with its strategic goals and objectives. He/she should be an experienced media practitioner who will assist in enhancing the University's reputation and visibility. The successful candidates will play a pivotal role in a diverse array of responsibilities, including:

- Develop high-quality media, publications, and communication materials in both Chinese and English through proactive media communications, which may involve story pitching, content creation, lining up of press interviews and so on;
- Provide professional media and language support, which includes drafting press releases and articles in Chinese and English, as well as translation, vetting, and editing;
- Maintain good rapport with the media and inviting media to publish news;
- Respond to media inquiries / requests, monitor the trend of public opinion and conduct crisis management in time.
- Organize and edit video content;
- Liaise with units concerned for programme promotions;
- Coordinate university-wide events and the logistical arrangements;
- Work closely with external parties and contractors for online, event and publicity projects;
- Render 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, supervising officers from time to time; and
- Work outside normal office hours may be required if necessary.

Applicants should have a recognised Bachelor's degree in Communications, Journalism or Marketing with at least 2 years of full-time experience in the mass media, public relations, communications and related fields. 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 have familiarity with university structure and education sector, and are good team players with good communications skills, a strong sense of responsibilities and self-initiative who can collaborate effectively with departments to develop new initiatives and improve internal media capabilities.

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 II or Communications Executive 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 **20 February 2025**. 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/jobopp/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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