

Communications Officer (Ref: 2501187) **Communications Office**

The appointee will be responsible for supporting the University's brand-building campaigns and events, and for assisting in the management and development of engaging content (including text, videos, and visuals) for various publicity platforms, among other duties.

Applicants should hold a recognised bachelor's degree and have a minimum of two years of full-time relevant work experience. They must be proficient in written and spoken English and Chinese (including Putonghua), and be well-versed in using Adobe Creative Suite (e.g. Photoshop, Illustrator and Premiere Pro) as well as other graphic design, image, and video editing software or applications. The successful candidate should also possess solid knowledge of website content management systems, demonstrate meticulous attention to database management, and be able to respond promptly to technical, multimedia, and web-related issues. Strong organisational and analytical skills, together with the ability to work under pressure and meet tight deadlines, are essential.

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 in the University. He/she will work at the Tai Po campus.

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 November 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/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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