

## **Assistant Communications Manager (Ref: 2501310)** **Communications Office**

EdUHK's Communications Office is inviting applications for the post of Assistant Communications Manager. The appointee will be responsible for creating high-quality publications and communications materials in English and Chinese, including the University's annual report, magazine, speeches and citations, among others. The appointee will serve as the gatekeeper of the University's publications and should provide professional language support in areas such as message and document drafting, translation, vetting and editing. He/She should also support the Senior Communications Manager in overseeing the publication production cycle.

Applicants should have a recognised bachelor's degree in communications, public relations, journalism or a related discipline, with at least seven years of experience in corporate communications, media, video editing, writing and/or editorials. They should be a detail-oriented self-starter, with strong political and news acumen, and good analytical skills. The successful applicant should be a team player who is able to work in a fast-paced environment. Preference will be given to candidates with some background in design.

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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 Officer I 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 **9 January 2026**. 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.**