

## Communications Manager (Ref: 2600285) Communications Office

EdUHK is inviting applications for the post of Communications Manager. The successful candidate will support the Senior Communications Manager in the Publications and Content team to drive content development in alignment with the University's values and strategic goals.

### Key responsibilities:

- Creating high-quality publications and communications materials, including but not limited to the University's annual report, magazine, speeches, and official messages for the Council Chairman, President, and Vice Presidents;
- Preparing citations for Honorary Doctors and Honorary Fellows, as well as other ceremonial documents;
- Serving as the gatekeeper of the University's publications by providing professional English and Chinese language support in drafting, translating, vetting and editing messages and documents, while ensuring consistency across outputs in both languages. The appointee will also oversee the publication production cycle;
- Ensuring all corporate materials and collateral strictly adhere to the University's brand guidelines and visual identity standards; and
- Performing any other duties as assigned.

### Requirements:

- Applicants should have a recognised degree in Linguistics, Translation, Communications, Public Relations, Journalism or a related discipline, with at least 7 years of experience in corporate communications, including newswriting, copywriting, and/or editing.

The ideal candidate should:

- Be a detail-oriented self-starter, with strong political and news acumen;
- Possess good analytical skills and extensive experience in corporate communications;
- Demonstrate excellent written and verbal communications skills in both English and Chinese; and
- Preference will be given to candidates with a strong journalistic background.

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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.

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 **12 May 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/jobsoff/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>.

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