

## Executive Officer II (Ref: 2401224) Communications Office

The Communications Office at EdUHK is inviting applications for two Executive Officer II positions. The successful candidates will play a pivotal role in a diverse array of responsibilities, including:

- Developing high-quality media, publications, and communication materials in both Chinese and English;
- Providing professional media and language support, which includes monitoring and responding to media enquiries / requests, organising and editing video content, drafting press releases and articles in Chinese and English, as well as translation, vetting, and editing;
- Managing university websites and social media accounts, driving marketing initiatives, and creating engaging content (text, videos, and visuals) for various publicity platforms;
- Developing and implementing a comprehensive global engagement action plan, according to the strategic layout of university management, to enhance the University's international profile and increase global partnerships;
- Communicating, coordinating and collaborating with units at the University and stakeholders to develop and implement programmes and initiatives in line with the University's strategic direction;
- Identifying, cultivating and engaging strategic partnerships with overseas/mainland universities and institutions, including but not limited to governments and ministries at all levels, for joint initiatives and collaborative projects; and
- Planning, devising and organising special projects, digital media campaigns, and events to promote engagement and cooperation according to the University's global outreach initiatives and development strategy;
- Providing executive to the senior management for the development of agreements, presentations and speeches, etc.

The appointees will play a key role in assisting in the development and implementation of strategies to enhance the University's media exposure and global presence and to foster international partnerships. These positions require a strong understanding of higher education sector, a high-level of coordination and planning ability, excellent interpersonal skills, and a passion for promoting cross-cultural collaboration.

They will also be working closely with external parties and contractors for online, event and publicity projects; handling daily enquiries; coordinating university-wide events and the logistical arrangements; rendering 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 and the supervising officers from time to time. The appointment will be for a period of two years with the possibility of renewal, subject to mutual agreement.

Applicants should have a recognised bachelor's degree in business, digital media, communications, public relations, journalism or a related discipline, with several years of experience in corporate communications, media, digital marketing, video editing, writing and/or editorials, global partnership or related fields. They should be a detail-oriented self-starter with strong political and news acumen, well-versed with local and national media, public sentiment and political dynamics, possessing good analytical skills. The successful applicant should be a team player who is able to work in a fast-paced environment. Working outside normal office hours may be required.

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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 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 **29 November 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/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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