

## **Manager (Public Relations) (Ref: 2500295) Office of the President**

The appointee will play a crucial role in supporting senior management by providing advice on public relations and risk management, in alignment with the University's strategic goals and objectives.

He/she will be instrumental in enhancing the University's reputation and visibility through proactive media communications, which may involve pitching stories, coordinating press interviews, managing crises/issues, maintaining robust relationships with local media, and organizing activities or events to engage stakeholders and promote the University's image. He/she will also develop written content for senior management, oversee the creation of publicity materials such as speeches, videos and multi-media content, and manage publications.

Applicants should possess a Bachelor's degree in Communications, Journalism, Marketing, or a related field, with at least eight years of experience in mass media, public relations, communications or similar areas. They should have a sharp political acumen and a deep understanding of local media landscape, as well as an excellent command of both written English and Chinese. They should be a well-rounded team player with a strong sense of responsibility, self-initiative, and meticulous attention to detail. Experience in managing publications would be an advantage. Working outside normal office hours may be required if necessary.

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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 **24 March 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>.

**EdUHK is an Equal Opportunities Employer.**