

Assistant Communications Manager (Ref: 2401212) Communications Office

EdUHK is inviting applications for the post of Assistant Communications Manager. The appointee will be responsible for creating high-quality publications and communications materials in 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 Chinese 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 degree in Chinese Literature and Language, Communications, Public Relations, Journalism or a related discipline, with at least eight years of experience in corporate communications, writing or editorials. The appointee should be a detail-oriented self-starter, with strong political and news acumen, good analytical skills, experience in communications, excellent written communications skills in Chinese, good communication skills in English, and be able to use social media effectively for brand-building. Preference will be given to candidates with a strong journalistic background.

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 **13 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/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.

Further information about the University is available at <http://www.eduhk.hk>.

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