

Lingnan University, a distinctive liberal arts institution in the Hong Kong Special Administrative Region, is committed to the provision of quality whole-person education by combining the best of Chinese and Western liberal arts traditions. It strives to pursue excellence in teaching, learning, scholarship and community engagement. With three academic Faculties, it offers a wide range of undergraduate degree programmes in arts, business and social sciences. Lingnan's liberal arts education is characterised by a broad-based interdisciplinary curriculum with specialised disciplinary studies; close student-staff relationship; a vibrant residential campus; ample global learning opportunities; active community engagement and multifarious workplace experience. The University also offers postgraduate programmes up to doctoral level in various disciplines. Applications are now invited for the following post:

**Associate Director/Assistant Director
Office of Communications and Public Affairs**

(Post Ref.: 17/18/PRPA)

The appointee will be responsible for the development and implementation of the University's branding and communications strategies to promote and raise the University's profile. He/She will also be responsible for planning and organising different publicity functions and events, particularly for the year-long celebration of the 50th Anniversary of the Re-establishment of Lingnan University in Hong Kong. The successful candidate is expected to communicate effectively with the University's stakeholders including staff, students, alumni, donors, partners and others, and to have substantial experience in planning and organising celebration activities and functions that are appropriate for a university.

Requirements

Applicants should have (i) a recognized degree; (ii) at least 15 years of relevant working experience, preferably in corporate communications and public relations; (iii) an excellent command of written and spoken English and Chinese, and proficiency in Putonghua; (iv) outstanding interpersonal and communication skills; (v) strong problem-solving, organization, and presentation skills; and (vi) ability to handle projects independently and meet tight schedules.

Salary and Benefits

The rank and commencing salary will be commensurate with qualifications and experience. Fringe benefits, where applicable, include annual leave, medical and dental benefits, housing allowance, mandatory provident fund and gratuity.

Appointment will be made on a fixed-term contract of up to two years.

Application Procedure

Applicants are invited to send a cover letter, a resume and a completed application form (Form R2 which is obtainable at <http://www.LN.edu.hk/hr/employment-opportunities/application-forms>) to the **Human Resources Office, Lingnan University, Tuen Mun, Hong Kong** by post, by fax at 2891 5782 or by email: recruit@LN.edu.hk. Please quote the reference number of the post in all correspondence.

Review of applications will start from March 2017 and continue until the post is filled. Qualified candidates are advised to submit their applications early for consideration.

The University reserves the right not to make an appointment for the post advertised, or to fill the post by invitation or by search. We regret that only shortlisted candidates will be notified.