

VOCATIONAL TRAINING COUNCIL

VIBRANT AND VITAL VTC

Vocational Training Council (VTC), established in 1982, has always been at the forefront of vocational and professional education and training (VPET). As a statutory body, we exist within Hong Kong education system to ensure the skills of the Hong Kong workforce remain fresh and future ready. Our mandate to provide VPET is vital in meeting industry needs, and in fulfilling the aspirations of the quarter of a million young people and in-service workers who attend a programme every year at one of our 13 member institutions. Join us if you share our mission.

External Relations Office

Assistant Manager / Officer (Media Affairs)

Ref.: C/ERO/AM_OFF(MA)/01/18-AP2

Major Duties:

- (a) To assist in implementing media strategies to enhance the corporate image of VTC and build constructive relationships with the media;
- (b) To arrange press conferences, press briefings and interviews;
- (c) To write press releases and feature articles;
- (d) To handle enquiries from the media on VTC's programmes and services;
- (e) To handle crisis in various media platforms;
- (f) To monitor press and public coverage on the VTC; and
- (g) To support the editorial production of VTC's publications.

Requirements:

- (a) A recognized degree, or equivalent;
- (b) At least 2 years' relevant work experience, preferably in the fields of media affairs and journalism;
- (c) High proficiency in both written and spoken English and Chinese, and preferably including Putonghua;
- (d) Outgoing personality with good interpersonal, communication and presentation skills; and
- (e) Ability to work under pressure and meet tight deadlines.

Notes:

- (1) The post is in the rank of "Officer". Suitable candidate(s) with more experience may be considered for appointment as Assistant Manager.
- (2) Shortlisted applicants will be required to sit for a written test.
- (3) The appointees may be required to perform duties outside normal office hours.
- (4) Applicants are required to highlight their language proficiency (e.g. HKCEE, HKAL, IELTS, CRE, etc.) in their curriculum vitae.**
- (5) Applicants who have responded to the advertisement in the last three months need not re-apply.

APPLICATIONS

- (a) Application forms [**VTC-1 (Rev. 12/2012)**] are available from: (i) G/F., VTC Tower, 27 Wood Road, Wanchai, Hong Kong; or (ii) the website: <http://www.vtc.edu.hk/html/en/career.html>.
- (b) A completed application form, together with a full curriculum vitae, should be sent to the Human Resources Division, 18/F, VTC Tower, 27 Wood Road, Wanchai, Hong Kong. Please specify the grades obtained in the HKCEE / HKDSE on the application form and the reference of the post being applied for on the envelope.

Closing date for application: 26 January 2018

Applicants not invited for interview within 10 weeks from the closing date may consider their applications unsuccessful. The Council reserves the right not to fill the post(s). Personal data collected will be used for recruitment purposes only and will be destroyed within 24 months.