



香港大學

THE UNIVERSITY OF HONG KONG

**Senior Manager (Programme Communications)
in the SMARTER@HKU Programme
(Ref.: 201700791)**

Applications are invited for appointment as **Senior Manager (Programme Communications) in the SMARTER@HKU Programme**, to commence as soon as possible, on a two-year fixed-term basis.

The University of Hong Kong has a major initiative (the SMARTER@HKU Programme) to build the enabling platform for pursuing the University's vision to become Asia's Global University. The Programme will bring about positive transformation to professional and support services of the University by improving the efficiency and effectiveness of use of assets and resources, strengthening partner-relationships across the University's functions, and streamlining work processes.

The nature, scope and complexity of the Programme calls for a strong Programme team to lead, manage and communicate the transformational changes involved. The appointee will be a member of the Programme team. He/She will assist the Project Director to formulate the strategies of internal communications and stakeholder engagement. He/She will focus on promoting programme awareness at all levels of the University; and apply effective communications through conventional and digital means, to reach out and empower stakeholders to foster changes. The appointee is also responsible for organising and managing programme-related events and activities.

Applicants should possess a good Bachelor's degree and at least 8 years of relevant work experience, preferably in event management, marketing, publicity, conventional and social media. He/She should be proficient in written and spoken English and Chinese and have excellent planning and organisational skills. Work experience in tertiary institutions is preferred but not mandatory. Depending on qualification and experience, the appointment will be made at the rank of Administrative Assistant I/II (AAI/II). Those with less qualification and experience may be considered for appointment as AAll.

A highly competitive salary commensurate with qualifications and experience will be offered, in addition to annual leave and medical benefits. The appointment will attract a contract-end gratuity and University contribution to a retirement benefits scheme, totalling up to 15% of basic salary for AAI and 10% of basic salary for AAll.

Applicants should send a completed application form, together with an up-to-date C.V., to scappt@hku.hk. Application forms (341/1111) can be downloaded at <http://www.hku.hk/apptunit/form-ext.doc>. Further particulars can be obtained at <http://jobs.hku.hk/>. Please indicate clearly in the form the post applied for and the reference number. **Closes July 8, 2017.**

The University thanks applicants for their interest, but advises that only candidates shortlisted for interviews will be notified of the application result.

The University is an equal opportunities employer and is committed to equality, ethics, inclusivity, diversity and transparency