



香港中文大學
The Chinese University of Hong Kong

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Job Description

Executive Officer I/II(s) (carrying the job title of 'Communications and Public Relations Manager'/'Assistant Communications and Public Relations Manager') - (170001KX) Description

Communications and Public Relations Office

Executive Officer I/II(s) (carrying the job title of 'Communications and Public Relations Manager'/'Assistant Communications and Public Relations Manager')

Applicants should have (i) a good Bachelor's degree, preferably in Communications or Journalism; (ii) fulfilled the English language requirements set out on the website: <http://www.per.cuhk.edu.hk/JobVacancies/LanguageforEO.aspx>; (iii) at least 8 years' relevant post-qualification experience, preferably at large corporations, international public relations agencies or media organisations; (iv) experience in handling local, mainland and international media; (v) an excellent command of both English and Chinese (including fluency in Putonghua); and (vi) excellent communication, organisational, presentation and interpersonal skills.

Those with less but at least 6 years' post-qualification experience may be considered for appointment as Executive Officer II (carrying the job title of 'Assistant Communications and Public Relations Manager'). Duties include (a) formulating, planning and co-ordinating press events; (b) handling issue and crisis management; (c) developing ideas and stories for media, and placing features in local, mainland and international press; (d) producing and publishing high quality publicity materials, including press releases and line-to-take; (e) liaising with various internal and external parties, including members of the media and the community; and (f) performing other tasks as assigned. Appointment will be made on a 2-year contract with contract-end gratuity, renewable subject to good performance and mutual agreement. Shortlisted candidates may be invited to sit for a written test in both English and Chinese. *[Note: Applicants must submit copies of certificates showing that they have fulfilled the language requirements and academic qualifications stated above, otherwise their applications may NOT be considered.] [Those who have responded to the previous advertisement for the same post (Ref. 170001CH) are under consideration and need not re-apply in this instance.]*

Application Procedure

The University only accepts and considers applications submitted online for this post.

Job: Executive, Clerical, Secretarial, Technical and Junior Posts

Organization: Communications and Public Relations Office

Unposting Date: Aug 15, 2017

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