

COMMUNICATION AND PUBLIC RELATIONS OFFICE

Manager (PR0476/22-23)

The Communication and Public Relations Office is recruiting a highly self-motivated individual to lead the Communication Services and Publications team of the Office.

The appointee will:

- Provide editorial support to the Office of the President and Vice-Chancellor by drafting speeches, messages, letters and other communication collaterals;
- Oversee the effective communication of the University's achievements to internal and external stakeholders, both local and overseas, through the production of communication collaterals, including monthly e-newsletters, corporate brochure, Annual Report, electronic Direct Mails and other online materials;
- Provide communication support for special and ad hoc projects;
- Safeguard the brand identity; and
- Handle projects or tasks as assigned by the Director.

Requirements:

- A good university degree or above with at least 10 years of solid experience, including at least 4 years at supervisory role;
- Excellent command of both written and spoken English and Chinese is a must;
- Good translation skills;
- A good team leader with strong presentation and project management skills, highly self-motivated and capable of working independently in a dynamic working environment;
- Proactive, creative, multi-tasking and able to deliver quality output within tight deadlines;
- Excellent interpersonal and negotiation skills and a strong sense of responsibility.

Shortlisted candidates will be invited to attend a written test.

Salary will be commensurate with qualifications and experience.

The initial appointment will be offered on a fixed-term contract of around three years. Re-appointment thereafter will be subject to performance and mutual agreement.

Application Procedure:

Applicants are invited to submit their applications through the HKBU e-Recruitment System (<https://jobs.hkbu.edu.hk>). Those who are not invited for interview 8 weeks after the closing date may consider their applications unsuccessful. Details of the University's Personal Information Collection Statement can be found at <http://hro.hkbu.edu.hk/pics>.

The University reserves the right not to make an appointment for the posts advertised, and the appointment will be made according to the terms and conditions applicable at the time of offer.

Closing date: Review of applications begins immediately until the position is filled.