

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 some 200,000 young people and in-service workers who attend a programme every year at one of our 14 member institutions. Join us if you share our mission.



Assistant Manager / Officer (Media Affairs) Communications and Public Relations Office Ref.: C/CPRO/AM_OFF_MA/12/24-AP2

Major Duties:

- (a) To assist in implementing media projects to enhance the corporate image of VTC and build constructive relationships with the media;
- (b) To write feature articles, publicity materials and press materials for different media channels;
- (c) To arrange press conference, press briefings and interviews;
- (d) To handle media enquiries on VTC's programmes and services; and
- (e) To monitor press and public coverage on the VTC.

Requirements:

- (a) A recognised degree or equivalent;
- (b) At least 2 years' relevant work experience preferably in the fields of media affairs and journalism;
- (c) Good proficiency both in written and spoken English and Chinese, and preferably including Putonghua. Possession of strong skills in PR writing is an advantage;
- (d) Outgoing personality with good interpersonal, communication and presentation skills;
- (e) Ability to work under pressure and meet tight deadlines; and
- (f) Experience in producing video stories would be an advantage.

Notes:

- (1) The post is at the rank of "Officer". Suitable candidate(s) with more experience may be considered for appointment as Assistant Manager.
- (2) Applicants with substantial experience and achievements in the relevant field but without the required academic / professional qualifications OR those with exceptional academic / professional qualifications but with less experience may also apply.
- (3) Shortlisted applicants will be required to sit for a written assessment.
- (4) The appointee(s) may be required to perform duties outside normal office hours and at different work locations on a need basis.

Application Procedures :

Interested applicants should apply for the post via email. A completed application form [VTC-1 (Rev. 11/2024)], together with a full curriculum vitae, should be sent to vtchro-job@vtc.edu.hk. Applicants are required to highlight their language proficiency (e.g. HKCEE, HKAL, IELTS, CRE, etc.) in their curriculum vitae.

Candidates should take note of the following:

- 1. Completed application form (VTC-1) and detailed curriculum vitae (CV) should be combined into one file in PDF format with a file size below 10MB.
- 2. The file should be saved with the applicant's name as "your surname and given name", e.g. "CHAN Tai-man.pdf".
- 3. For the email subject, please cite "Application for Assistant Manager / Officer (Media Affairs) (C/CPRO/AM_OFF_MA/12/24-AP2)".
- 4. Original and copy of other supporting documents are to be provided at a later stage upon request.

Closing date for application: 8 January 2025

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. Information on unsuccessful candidates will normally be destroyed 12 months after the completion of the recruitment exercise.