



香港浸會大學  
HONG KONG BAPTIST UNIVERSITY

## COMMUNICATION AND PUBLIC RELATIONS OFFICE

### Assistant Manager – Media Relations and Communications (PR0095/19-20)

The Communication and Public Relations Office is looking for an energetic, dedicated and detail-minded candidate to handle its media relations and other communications functions. He/She is required to:

- Initiate and organise media publicity and activities to promote the University's image;
- Monitor the effectiveness of media publicity initiatives;
- Handle media enquiries and public affairs issues; and
- Edit different types of communication materials.

#### Requirements:

- A recognised degree with more than eight years of solid experience in media relations and public affairs, corporate communications, journalism, marketing communications or related fields;
- Self-motivated team player with strong communication and organisational skills;
- Good understanding of the media landscape with solid experience in working with the media;
- A very good command of written and spoken English and Chinese (including Putonghua);
- Be able to work independently and under pressure.

Shortlisted candidates will be invited to attend a written test.

Reference salary range: HK\$32,905 - HK\$65,205

Initial appointment will be offered on a fixed-term contract of two years. Re-appointment thereafter will be subject to mutual agreement and availability of funding.

*Salary will be commensurate with qualifications and experience.*

#### Application Procedure:

Applicants are invited to submit their applications at the HKBU e-Recruitment System ([jobs.hkbu.edu.hk](http://jobs.hkbu.edu.hk)). Those 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://pers.hkbu.edu.hk/pics>.

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

**Closing date: 23 February 2020**