

# **THE HONG KONG POLYTECHNIC UNIVERSITY**

## **COMMUNICATIONS AND PUBLIC AFFAIRS OFFICE**

### **Post Specification**

**Manager, Communications and Public Affairs (Public Affairs) (Ref. 22021806)**

**[Appointment period: twelve months]**

### **Duties**

The appointee will be required to play a key role in the Public Affairs team of the Office which takes care of the media and community relations activities for the University. The appointee will be required to:

- (a) assist in developing media communications strategies for the University as a whole, and executing media relations activities including media conferences, briefings, interviews and the handling of media enquiries and complaints;
- (b) provide advice and support for media relations activities for individual faculties/departments/offices;
- (c) keep abreast of important policies and development related to higher education and update the team;
- (d) assist in building strong and effective relationships with media in Hong Kong, the Chinese mainland and overseas;
- (e) assist in the management of issues and crisis;
- (f) support in planning and organising university events and stakeholder engagement activities; and
- (g) perform any other duties as assigned by the Director of Office or her delegates.

### **Qualifications**

Applicants should have:

- (a) a recognised degree;
- (b) at least five years of solid experience in related areas of work;
- (c) an excellent command of both written and spoken English and Chinese, with fluency in Putonghua being an advantage;
- (d) the ability to be a good team player with excellent communication and interpersonal skills; and
- (e) the ability to work in a fast-paced and multi-cultural environment.

Shortlisted candidates will be invited to sit for a written test.

## Remuneration

A highly competitive remuneration package will be offered. Applicants should state their current and expected salary in the application.

## Application

Please send a completed application form by post to **Human Resources Office, 13/F, Li Ka Shing Tower, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong** or via email to [hrstaff@polyu.edu.hk](mailto:hrstaff@polyu.edu.hk). Application forms can be downloaded from [https://www.polyu.edu.hk/hro/careers/guidelines\\_and\\_forms/forms](https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/forms). If a separate curriculum vitae is to be provided, please still complete the application form which will help speed up the recruitment process. **Consideration of applications will commence on 4 March 2022 until the position is filled.** The University's Personal Information Collection Statement for recruitment can be found at [https://www.polyu.edu.hk/hro/careers/guidelines\\_and\\_forms/pics\\_for\\_recruitment](https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/pics_for_recruitment).

18 February 2022