

THE HONG KONG POLYTECHNIC UNIVERSITY

COMMUNICATIONS AND PUBLIC AFFAIRS OFFICE

Post Specification

Senior Manager, Communications and Public Affairs (Communications) (Ref. 22032411-IE)

Duties

The appointee will play a key role in planning and executing the Office's major functions in the areas of corporate communications and executive communications. He/She will be required to:

- (a) plan, write, edit and manage major University publications;
- (b) oversee editorial planning, content development, graphic design and production of major University print and electronic publications, liaise with internal and external parties to ensure that the publications meet high standards of quality and accuracy;
- (c) create and develop content and messages, write and edit a variety of write-ups including executive messages, speeches and/or other communications materials; and
- (d) perform any other duties as assigned by the Director of Office or her delegates.

Qualifications

Applicants should:

- (a) have a recognised degree with at least ten years of solid editorial experience in the context of corporate communications and public affairs; with background in publishing/journalism being an advantage;
- (b) demonstrate leadership, have meticulous attention to details, and the ability to maintain high standards of excellence;
- (c) have an excellent command of both written and spoken English and Chinese (including Putonghua and Cantonese); and
- (d) possess a positive attitude, creativity, strong interpersonal, project management, organisational and problem-solving skills; be highly independent and motivated as well as able to work under pressure and meet tight deadlines.

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

Remuneration and Conditions of Service

A highly competitive remuneration package will be offered. Initial appointment will be on a fixed-term gratuity-bearing contract. Re-engagement thereafter is subject to mutual agreement. 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. Application forms can be downloaded from 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 31 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.

24 March 2022