

THE HONG KONG POLYTECHNIC UNIVERSITY

COMMUNICATIONS AND PUBLIC AFFAIRS OFFICE

Post Specification

Manager, Communications and Public Affairs (Communications) (Ref. 22033005-IE)

Duties

The appointee will be required to:

- (a) work on a variety of writing and editorial assignments in Chinese and English for internal and external communications, including writing, editing and proofreading articles, newsletters, speeches, and/or other communications materials;
- (b) craft stories for university-wide publications;
- (c) liaise with internal and external parties, support content development and production of major University print and electronic publications;
- (d) perform the role of writer/editor in providing professional editorial services to ensure content accuracy and quality; and
- (e) perform any other duties as assigned by the Director of Office or her delegates.

Qualifications

Applicants should:

- (a) have a recognised degree in Communications, Journalism, Chinese or English Language or a related discipline with at least six years of solid writing and editorial experience in the context of corporate communications and public affairs;
- (b) demonstrate outstanding writing capabilities, including an ability to write quickly and clearly on a variety of subjects in English and Chinese, with good sense of storytelling and high levels of accuracy and attention to detail;
- (c) possess a positive attitude, creativity, good interpersonal skills and project management skills, and be highly independent and motivated; and
- (d) be able to work under pressure and meet tight deadlines.

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

Candidates with less experience will be considered for the post of Assistant Manager.

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 6 April 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.

30 March 2022