

Founded in 1994 and awarded the University title in 2016, The Education University of Hong Kong (EdUHK) is a publicly funded university, dedicated to the advancement of teacher education and related disciplines through a diverse offering of academic, professional and research programmes. The University aspires to become a leading university in the Asia Pacific region and beyond, with a focus on educational and multidisciplinary research, development and innovation. We are committed to nurturing outstanding and caring educators and professionals as well as enhancing the impact of scholarship.

The University has an academic/teaching staff strength of about 450 and total student headcount of about 11,000. It has a Graduate School and three Faculties, namely, Faculty of Education and Human Development, Faculty of Humanities, and Faculty of Liberal Arts and Social Sciences, comprising 15 academic departments, as well as two Academies, Academy for Educational Development and Innovation and Academy for Applied Policy Studies and Education Futures, a number of University-level research centres and Faculty-level research and professional development centres. For more information about the University, please visit <http://www.eduhk.hk>.

We are looking for suitable candidate(s) to fill the following position(s). If you are excited by the prospect of contributing your expertise to the development of a leading university at the heart of Asia Pacific region and beyond, we would like to hear from you.

Senior Communications Manager (Ref: 2501134) Communications Office

EdUHK is inviting applications for the Senior Communications Manager position. The appointee will be responsible for managing the development and production of high-quality communication materials, including but not limited to the University's annual report, newsletters, promotional materials, speeches, and official messages for the Council Chairman, President, and Vice Presidents, ensuring each communication reflects the University's values and strategic goals. Additionally, the role involves preparing citations for Honorary Doctors and Honorary Fellows, as well as other ceremonial documents.

As the in-house English language specialist, the appointee will serve as a trusted editor and writer, providing expert guidance on tone, style, and clarity across all written materials. This role demands a creative, detail-oriented professional with exceptional written communication skills, a strong command of English, and the ability to collaborate with senior leadership and multiple departments to deliver consistent, engaging, and impactful messaging.

The incumbent should have native-level English proficiency and at least 12 years of experience in corporate communications, including news writing, copywriting, and/or editing. Candidates who are not native English speakers but possess equivalent language skills are also welcome to apply.

Applicants should have a recognised degree, preferably in Communications, Public Relations, Journalism, or a related discipline. They should also be self-starters with a positive outlook, proven organisational skills, and attention to detail. They should be able to work under pressure and in a fast-paced environment while ensuring timely delivery and quality. Shortlisted candidates will be invited to attend a written test.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract, with the possibility of renewal, subject to satisfactory performance and mutual agreement. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 15% of the basic salary), leave, medical and dental benefits, and, where applicable, housing benefits. The appointee will hold a substantive rank of Communications Manager in the University and he/she will work at the Tai Po campus.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV on or before **1 December 2025**. Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsoff/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

EdUHK is an Equal Opportunities Employer.