

## Communications Officer (Ref: 2600048) Communications Office

EdUHK invites applications for the Communications Officer position. The appointee will support the Associate Vice President (Mainland Engagement and Development) cum Director of Communications and Engagement, and the Associate Director of Communications, in strategic and day-to-day operations. Key responsibilities include, but are not limited to:

- Provide daily itinerary and time management to supervising officers on networking activities and stakeholder engagement/institutional development initiatives;
- Liaise with internal units to develop and execute programme promotion strategies, including campus visits and targeted outreach;
- Collaborate with external partners and contractors on publicity initiatives that enhance EdUHK's brand visibility;
- Drive office administration by streamlining processes and supporting key committees and meetings with agenda development, minutes, and/or follow-up actions;
- Handle confidential documents for reporting, managing data and information, and drafting correspondence, proposals, and presentation materials;
- Assist in maintaining office procedures in line with university policies and guidelines; and
- Manage daily enquiries from the public and internal units.

Applicants should have a recognised bachelor's degree in related fields with at least two years of full-time post-qualification working experience. They should possess a strong command of written and spoken English and Chinese (including Putonghua), and the ability to thrive under pressure and meet tight deadlines. Candidates should be highly organised, dedicated, and proactive. The successful applicant should be a team player who can work in a fast-paced environment. The appointment will be for a period of two years with the possibility of renewal, subject to mutual agreement, and may involve travel outside Hong Kong and other duties as assigned by the University.

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Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), leave, medical and dental benefits. The appointee will hold a substantive rank of Executive Officer II in the University. 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 **9 February 2026**. 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/jobsopp/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.

Further information about the University is available at <http://www.eduhk.hk>.

**EdUHK is an Equal Opportunities Employer.**

