

Hong Kong Schools Music and Speech Association

*the organization which presents the annual
Hong Kong Schools Music Festival and
Hong Kong Schools Speech Festival*

invites application for the post of

Communications and Public Relations Officer

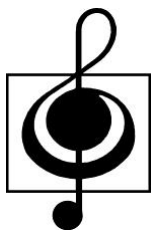
(A) Responsibilities:

- Brand building: planning, execution and promotion of the Association through various news and social media platforms.
- Preparing circulars for members, speeches, website news updates, annual reports, case studies, corporate brochures, newsletters and other festival information in Chinese and in English
- Handling enquiries and complaints received
- Handling media interview pitching, preparing press materials and line-to-take, and monitoring news
- Sourcing and managing sponsorship opportunities and handling follow-up work

(B) Requirements:

- Holder of a Bachelor's degree in Journalism / Communications / Marketing / Translation / Language; a Master degree in the above disciplines is preferable
- A minimum of three years of post-degree experience in corporate communication, publicity, media relations and public relations is preferable
- Met the language proficiency requirements of Level 2 or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or the Hong Kong Certificate of Education Examination (HKCEE), or equivalent¹
- Good command of both spoken and written Chinese and English
- Knowledge of and experience in managing social media platforms is preferable
- Proactive, resourceful; good interpersonal, analytical and organisational skills; ability to work independently and as a team
- Able to work and perform under pressure

¹ For appointment purpose, 'Grade C' and 'Grade E' in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 are accepted administratively as comparable to 'Level 3' and 'Level 2' respectively in Chinese Language and English Language in the 2007 HKCEE and henceforth.



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(C) Salary Scale and Fringe Benefits:

- \$21,875-\$37,685 (Master Point Scale Point 8 to 18) depending on related work experience
- Medical insurance, MPF and paid annual leave

Applications in writing should be sent to: Accounts and Administration Manager, Hong Kong Schools Music and Speech Association, 7 Carmel Village Street 2/F, Homantin, Kowloon no later than 26 September 2022 (Please state “CPRO” on the envelope.)

Data collected will be used for recruitment purpose only. Only short-listed candidates will be contacted.