



The Employees Retraining Board (ERB) is a statutory body which provides training programmes and services of high quality to people aged 15 or above with educational attainment at sub-degree level or below. Our vision is to help build up a flexible, high quality and resilient labour force for the knowledge-based economy of Hong Kong. To achieve this goal, we invite high calibre talents to join us.

### **Deputy Manager (Media & External Affairs) (Ref: DM(MEA)-5/22)**

#### Major Responsibilities:

Assist the Manager (Media & External Affairs) -

- to plan, handle and manage media relations, enquiries and activities;
- to write, edit and translate corporate communications materials including speeches, messages, reports and correspondences;
- to handle requests for visits, plan the visit programme and receive delegations;
- to offer secretariat support to relevant Committee;
- to connect and liaise with district offices, councils and organisations for promoting ERB training courses and services;
- to administer and monitor funding programme for training bodies in organising district promotional activities;
- to administer the nomination and assessment for ERB annual awards and other award schemes if appropriate.
- Applicants may be considered for other related positions should suitable vacancies arise.

#### Entry Requirements:

- A recognised university degree with a minimum of 5 years' post-degree working experience; of which at least 2 years should be at supervisory level;
- proficiency in written and spoken English and Chinese with proven copywriting and presentation skills;
- solid and ample experience in media relations or news reporting, copywriting, and corporate communications is preferable;
- experience in external relations, district liaison and networking, marketing, or related disciplines would be an advantage;
- good understanding of social media, content management, design, digital and video production, advertising and media in Hong Kong;
- experience of working in both the public and private sectors would be an advantage;
- a team player with good supervisory, analytical, interpersonal and organisational skills;
- and

- motivated, proactive, dynamic, creative, result-oriented and ability to work under pressure.

Remuneration and Terms:

ERB is an equal opportunity employer. We offer competitive packages commensurate with qualifications and experience. In addition to 5-day week, we provide various leave, retirement protection, medical, dental and life insurance coverage.

Application Method:

1. Application should be made by completing the ERB Job Application Form available from the ERB website (<http://www.erb.org>). It should be forwarded together with an application letter and detailed resume either by email to [hr@erb.org](mailto:hr@erb.org) or by post to **HRA Section, Employees Retraining Board, 3/F to 6/F, 10 Siu Sai Wan Road, Chai Wan, Hong Kong**.
2. The position applied for, with reference number, should be stated on the envelope or at the subject title of the email. Applications without a completed ERB Job Application Form may not be considered.
3. The deadline for application is **2 June 2022**.
4. Shortlisted applicants may be required to sit for a written test.
5. Personal data collected are for recruitment purpose only. Personal data of unsuccessful candidates will be destroyed soon after selection, and definitely within 6 months.