

Contract Publicity Officer

(Salary: \$33,145 to \$68,845, plus 10% Year-end Incentive Payment)

Main Duties:

A Contract Publicity Officer will be deployed to work in various projects and positions.

Main duties will include:

- i) working in different aspects of news services, such as handling media enquiries, preparing press releases, organising media events, liaising with the media and conducting media research;
- ii) working in different aspects of publicity, promotion, public relations, media and corporate communications, including organisation of publicity campaigns, community-relations projects, corporate events, social media publicity, marketing programmes, managing websites, production of videos, publications and collaterals;
- iii) handling complaints and enquiries, compiling complaint statistical reports and maintaining the complaint management system.

(Remarks : (a) Will be required to work irregular hours and outside office hours. (b) Subject to posting to different fields of work in accordance with operational needs.)

Entry Requirements:

- (1) (a) a Hong Kong degree, or equivalent; and at least 5 years' experience in journalism, publicity, corporate communications, website, social media, marketing, advertising, publication, customer service, complaint management; **OR**
(b) a relevant diploma from a registered post-secondary college issued after the date of its registration, or equivalent; and at least 5 years' experience in journalism, publicity, corporate communications, website, social media, marketing, advertising, publication, customer service, complaint management; **OR**
(c) (i) Level 3 or equivalent (Note 1) or above in five subjects in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) (Note 2), or equivalent; or (ii) Grade E or above in 2 subjects at Advanced Level in the Hong Kong Advanced Level Examination and Level 3/Grade C or above in 3 other subjects in the Hong Kong Certificate of Education Examination (HKCEE) (Note 2), or equivalent; and at least 8 years' experience in journalism, publicity, corporate communications, website, social media, marketing, advertising, publication, customer service, complaint management; **AND**
- (2) Level 2 ("Grade E" before 2007) or above in Chinese Language and English Language ("Syllabus B" before 2007) in HKDSEE or HKCEE, or equivalent (Note 3); **AND**
- (3) Strong English and Chinese writing skills, good spoken English and fluent Cantonese. Knowledge of putonghua and computer literacy will be an advantage.

Note : 1) For this recruitment exercise, “Attained with Distinction” in Applied Learning subjects (subject to a maximum of two Applied Learning subjects), and Grade C in Other Language subjects in the HKDSEE are accepted as equivalent to Level 3 in the New Senior Secondary subjects in the HKDSEE. “Attained” in Applied Learning subjects (subject to a maximum of two Applied Learning subjects), and Grade E in Other Language subjects in the HKDSEE are accepted as equivalent to Level 2 in the New Senior Secondary subjects in the HKDSEE.

2) The subjects may include Chinese Language and English Language.

3) 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.

4) All qualifications and working experience required should be obtained on or before the closing date for application.

5) Written skills of candidates will be assessed during the interview.

Terms of Appointment:

The appointment will be on Housing Authority regular terms of employment, with continuous employment being offered till an employee reaches the prevailing retirement age upon passing the probationary period. A competitive pay package, which is commensurate with the employee’s qualification and experience, will be offered. On top of the base salary, the employee may receive a year-end incentive payment at 10% of the total base salary received upon satisfactory completion of every full year of service. An employee who has completed no less than six months of service by the end of the first calendar year of his/ her employment may also receive a year-end incentive payment calculated on a pro-rata basis. The entry pay, terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.

Closing Date of Application: 20 August 2021

How to Apply:

Application form [HD917 (Rev. 2015)] is obtainable from—

- (i) the reception counters at the atrium of Hong Kong Housing Authority Headquarters, 33 Fat Kwong Street and the Hong Kong Housing Authority Customer Service Centre, 3 Wang Tau Hom South Road;
- (ii) the Hong Kong Housing Authority website
(<https://www.housingauthority.gov.hk/tc/common/pdf/download/HD917-RE.pdf>), or
- (iii) by fax through our telephone hotline 2712 2712 (Please press in sequence 4, 5, 7 after choosing the language).

Completed forms, together with copies of –

- (a) support documents of working experience;
- (b) resumé showing detailed job descriptions of all current and previous employment; and
- (c) copies of certificates and transcripts (for holders of academic qualifications other than those obtained from Hong Kong institutions/Hong Kong Examinations and Assessment Authority).

must be submitted on or before the closing date for application **via one of the following means** –

By post – Please submit to the postal address below and specify “Application for the post of Contract Publicity Officer” on the envelope. To avoid unsuccessful delivery of mail items, please ensure that the correct address is clearly printed or written on the envelope and sufficient postage has been paid before posting. Mail items bearing insufficient postage will not be delivered to the Hong Kong Housing Authority and will be returned to the sender or disposed of by the Hongkong Post, where appropriate. The applicant will bear any consequences arising from not paying sufficient postage. The first postmark date on the envelope will be regarded as the date of submission of the application form and / or copies of supporting documents.

Online submission – Online application can also be made through the GovHK. Please download the application form in fillable PDF format in the Hong Kong Housing Authority website (<https://www.housingauthority.gov.hk/tc/common/pdf/download/HD917-RE.pdf>), and upload the completed form to GovHK (<https://eform.one.gov.hk/form/pdf/upload/>). Candidates who apply online should submit all copies of (a), (b) and (c) above to the postal address below on or before the closing date for application. Please specify “Application for the post of Contract Publicity Officer” on the envelope, and the reference code should be quoted on the envelope and the copies of supporting documents.

In person – You may also submit your application form and supporting documents to the application drop-in box located at the reception counters at the atrium of the Housing Authority Headquarters, 33 Fat Kwong Street, Kowloon, Hong Kong.

Applications will be processed according to the academic qualifications attained and working experience obtained by the applicant by the closing date for application.

Applications which are not made in the prescribed form, or incomplete, or not signed, or without the required supporting documents, or late, or submitted by email or fax will not be considered. As we may contact the applicants by the mailing address, email address or telephone number provided on the application form, please provide clear and correct contact information. Candidates who are invited for interview will normally receive an invitation by email in about eight to ten weeks from the closing date for application. Those who are not invited for interview may assume that their applications are unsuccessful.

Contact Address and Enquiry Telephone:

Appointments Sub-section, Hong Kong Housing Authority, 3/F, Block 2, Housing Authority Headquarters, 33 Fat Kwong Street, Ho Man Tin, Kowloon

(Enquiries: Ms Shu at 2761 6566)