



VOCATIONAL TRAINING COUNCIL

VIBRANT AND VITAL VTC

Vocational Training Council (VTC), established in 1982, has always been at the forefront of vocational and professional education and training (VPET). As a statutory body, we exist within Hong Kong education system to ensure the skills of the Hong Kong workforce remain fresh and future ready. Our mandate to provide VPET is vital in meeting industry needs, and in fulfilling the aspirations of some 200,000 young people and in-service workers who attend a programme every year at one of our 14 member institutions. Join us if you share our mission.

Assistant Manager / Officer (Corporate Communications) Communications and Public Relations Office Ref.: C/CPRO/OFF(CC)/03/25-AP2

Major Duties:

- (a) To implement brand strategies, create and execute integrated corporate communications programmes to enhance the image of the Council and its member institutions;
- (b) To support the content development and production of corporate communications materials, including annual report, brochures, newsletters, videos;
- (c) To collaborate with internal partners and develop engaging content for corporate website and social media platforms;
- (d) To assist in developing corporate communications strategies and initiatives to support the corporate vision and objectives, and strengthen communications with stakeholders;
- (e) To assist in developing compelling corporate messages for effective communication, including bilingual speeches, presentation materials and articles for senior executives;
- (f) To assist in the planning and implementation of major corporate events and activities; and
- (g) To coordinate corporate visits.

Requirements:

- (a) A recognised degree, or equivalent;
- (b) At least 2 years' relevant work experience at executive level in corporate communications / marketing communications / public relations / branding / event management;
- (c) Good proficiency in written and spoken English and Chinese, preferably including Putonghua;
- (d) Good corporate writing skills;
- (e) Familiar with social media administration and digital content development;
- (f) Good project management, negotiation and problem solving skills to work with multiple stakeholders;
- (g) Detail-oriented, good interpersonal, communication and presentation skills;
- (h) Ability to work under pressure and meet tight deadlines; and
- (i) Good understanding of the education landscape would be an advantage.

Notes:

- (1) The post is at the rank of "Officer". Suitable candidate(s) with more experience may be considered for appointment as Assistant Manager.
- (2) Applicants with substantial experience and achievements in the relevant field but without the required academic / professional qualifications OR those with exceptional academic / professional qualifications but with less experience may also apply.
- (3) Applicants are required to highlight their language proficiency (e.g. HKCEE, HKAL, IELTS, CRE, etc) in their curriculum vitae.
- (4) Shortlisted applicants will be required to sit for a written assessment.
- (5) The appointees will be required to perform duties outside normal office hours and in designated places as assigned.

APPLICATIONS

Interested applicants should apply for the post via email. A completed application form [**VTC-1**

(Rev. 11/2024)], together with a full curriculum vitae, should be sent to vtchrd-job@vtc.edu.hk.

Candidates should take note of the following:

1. Completed application form (VTC-1) and detailed curriculum vitae (CV) should be combined into one file in PDF format with total file size below 10MB.
2. The file should be saved with name as "your surname and given name", e.g. "CHAN Tai-man.pdf".
3. For the email subject, please cite "Application for Assistant Manager / Officer (Corporate Communications) (Ref. No.: C/CPRO/OFF(CC)/03/25-AP2)".
4. Original and copy of other supporting documents are to be provided at a later stage upon request.

Closing date for application: 19 March 2025

Applicants not invited for interview within 10 weeks from the closing date may consider their applications unsuccessful. The Council reserves the right not to fill the post(s). Personal data collected will be used for recruitment purposes only and will be destroyed 12 months after the completion of the recruitment exercise.