



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.

Manager (Media & External Affairs) (Ref: M(MEA)-7/24)

Major Responsibilities:

- to develop and maintain good media relations and enhance the image of ERB;
- to plan and organise media briefings, interviews and press conferences; and handle requests for corporate visits;
- to monitor press and public opinion, handle media issues/enquiries and be responsible for issues and crisis management;
- to prepare press releases/materials and lead the team to pitch compelling stories; and develop bilingual corporate communications materials including annual report, speeches and corporate messages;
- to offer secretariat support to the relevant Committee; and administer corporate award scheme and funding programme related to promotional activities of training bodies;
- to lead and groom a team of communications professionals through guidance and development support.

Entry Requirements:

- A recognised university degree with a minimum of 8 years' post-degree work experience; of which at least 2 years should be at managerial level;
- with solid, ample and hands-on experience in media affairs and journalism, public relations, corporate communications or related disciplines;
- high proficiency in English and Chinese with proven copywriting and presentation skills;
- experience in external relations, district liaison and networking, marketing, or related disciplines would be an advantage;
- experience of working in both public and private sectors would be an advantage;
- strong media network and broad outlook, good supervisory, analytical, interpersonal and organisational skills; and
- highly motivated, proactive, result-oriented and ability to work under pressure.
- Applicants may be considered for other related positions should suitable vacancies arise.

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 (<https://www.erb.org>). It should be forwarded together with an application letter and detailed resume either by email to 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 **1 August 2024**.
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.