

**Head, Public Relations
Hong Kong Economic and Trade Office in San Francisco
(Salary : USD6,702 to USD11,246 per month)**

Requirements

- (a) At least 3 years of relevant experience *;
- (b) Excellent oral and written communication skills;
- (c) Good knowledge of Hong Kong;
- (d) Bachelor's degree in a related field;
- (e) Legal right to work in the U.S. (note - the candidate should prove that he/she is a U.S. citizen, a U.S. permanent resident (green card holder) or holding a valid U.S. work permit).

Preferred qualifications

- (a) Proficiency in Chinese is strongly preferred.
- (b) Working experience in the U.S.

* The selected candidate with more than 3 years of relevant experience may be appointed at a higher entry salary point.

Duties

To assist the Director in formulating PR strategy, networking and media monitoring, organizing publicity programmes, drafting and/or editing publicity materials and management of PR Unit. For a full job description, please see <https://www.hketosf.gov.hk/recruitment-tender.html>.

Term of Appointment

Two and a half year contract term, with an opportunity to renew upon satisfactory completion of the contract.

Benefits

10% end-of-contract gratuity, to be paid upon satisfactory completion of the employment contract, medical & dental benefits and vacation leave.

Application

Please send cover letter, resume, application form, and supporting documents to the Office Manager **by post:** to 130 Montgomery Street, San Francisco, CA94104 or **by email:** to stanley_wong@hketosf.gov.hk by **November 29, 2021**.

Only applications received on/before November 29 will be considered. Applicants should confirm in their resumes whether they are U.S. citizens, U.S. permanent residents (green card holders) or holding a valid U.S. work permit.

Applicants invited to take a written test and interview should make their own arrangements to attend, at their own expense. The test and interview will be conducted at two different times. When an applicant is invited for interview, s/he has to provide the original copies of previous employment, transcripts, proof of eligibility to work in the U.S., and any written reference letters. Only short-listed candidates will be notified of the result of application.

General Notes

- (a) This is not a post on the Hong Kong Special Administrative Region Government civil service establishment. The candidate appointed is not on civil service terms of appointment and conditions of service and will not be eligible for posting, promotion or transfer to any posts in the Civil Service.
- (b) The 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.
- (c) The Hong Kong Economic and Trade Office, San Francisco is an office of the Hong Kong Special Administrative Region Government. The Office is an equal opportunity employer.