

The Competition Commission (the Commission) is an independent statutory body established under the Competition Ordinance (Cap. 619) (the Ordinance) which was enacted in June 2012. The objectives of the Ordinance include the prohibition of conduct that prevents, restricts or distorts competition in Hong Kong.

Manager (Public Affairs) (Ref.: CC/MPAII20210827)

Responsibilities

Reporting to the Head of Corporate Communications, major duties of the position holder include:

- Develop and write (mainly in English) a variety of content types including press releases, newsletters, speeches, articles and other publicity materials;
- Work directly with internal teams on the crafting of messages to promote the Commission's work and developing line-to-take for issue management;
- Plan, coordinate and execute publication projects including the production of Annual Report, newsletters, brochures and promotional materials;
- Maintain strong working relationships with trade media, handle media enquiries, interviews and other related matters;
- Supervise daily news monitoring and the preparation of gists; and
- Perform any other English editing and corporate communications work as assigned.

Requirements

- A recognized degree preferably in English Language and Literature, communications, journalism or related disciplines; or equivalent;
- At least 8 years of working experience including solid experience in content creation, journalism, copywriting or in a similar role;
- Fluency in written and spoken English and Chinese;
- Have a flair for English writing and editing;
- Analytical thinker who can grasp and present complex concepts in a clear and concise style;
- Strong interpersonal and communication skills;
- Self-starter and good team player with strong commitments and excellent attitudes; and
- Proactive, flexible and meticulous with a keen eye for details.

Candidates with less experience may be considered for a more junior position and a salary commensurate with that position.

Terms of Appointment

Terms:	Appointment will normally be offered on a 2-year fixed-term contract, renewable depending on performance and operational needs.
Basic Salary:	The starting salary for this post is HK\$56,420 per month. The basic salary offered will be commensurate with the candidate's qualifications and experience.
Cash Allowance:	10% of the basic salary
Contract-end Gratuity:	15% of the basic salary (including 5% employer's contribution of MPF)
Fringe Benefits:	Annual leave, medical & dental benefits, life insurance and MPF.

Application:

Interested applicants should submit their applications at the Commission's Job Application System at https://www.compcomm.hk/en/about/career/current_vacancies.html.

The closing date for application is **30 September 2021**.

Where a large number of candidates meet the specified entry requirements, the recruiting section may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend the written test and/or interview. Candidates who are selected for interview will normally receive an invitation in about six to eight weeks from the closing date.

All applications will be handled in strict confidence. Personal data collected from applicants will only be used for recruitment related purposes and will not be transferred to any third party. Personal data of unsuccessful applicants will be destroyed within 12 months of the recruitment process being completed by the appointment of a candidate for the relevant position.

Pursuant to the Personal Data (Privacy) Ordinance, a person who provides personal data to the Commission has the right to request access to and correction of their personal data held by the Commission. Requests for access to or correction of personal data should be made in accordance with the Commission's Privacy Policy available on the Commission's website at www.compcomm.hk. The Commission is an equal opportunity employer.