

# Vacancy

**CLP Power Hong Kong Limited**  
**Corporate Development**  
**Group Public Affairs**  
**Public Affairs Manager**  
**[Ref. : CLPP-CD-GPA-PAM]**

*CLP was founded in Hong Kong in 1901, at a time when electricity was still a novelty worldwide. Today we power millions of homes and businesses across the Asia Pacific regions. In Hong Kong, we operate a vertically-integrated electricity supply business providing a highly-reliable supply of electricity to 80% of the city's population. Outside Hong Kong, we invest in the energy sector in Mainland China, India, Southeast Asia, Taiwan and Australia. Our business includes power generation, transmission and distribution, and electricity and gas retail activities. Our goal is to meet Asia-Pacific's energy challenge in a sustainable manner from one generation to the next.*

In support of the Company's future business needs, we are looking for a high caliber Public Affairs professional to join the Group Public Affairs Department of CLP Power Hong Kong Limited. Reporting to the Public Affairs Manager, the successful candidate will execute plans and programmes to support building and sustaining CLP's reputation as a responsible corporation in the Asia-Pacific region. Duties include:

- Plan and organise the production of CLP Innofinity, the Company's new Thought Leadership website that focuses on innovation and sustainability; liaise and coordinate with relevant in-house departments and external vendors
- Oversees the daily production of news summary for management
- Prepare, edit and translate publicity materials such as speeches, fact sheets, press releases and presentations
- Provide editorial services including translation, writing and media monitoring
- Formulate plans to communicate CLP Group's business strategies and initiatives in areas such as financial announcement, corporate governance and sustainability
- Assist and perform other public affairs duties as required

### Requirements:

- Degree holder, preferably in communications, journalism or related disciplines
- A minimum of 10 years' experience, preferably in journalism or communications
- Excellent command of both spoken and written English and Chinese with a passion for writing
- Well-organised, detail-minded, independent, a fast learner with multi-tasking ability
- A team player experienced in managing and implementing projects across cultures
- Strong interpersonal and communications skills
- Knowledge of the financial markets will be an advantage
- Proficient in MS Office applications (Chinese and English)
- Willing to work overtime and on weekends, if deemed necessary

Please apply by sending email to [hrcd@clp.com.hk](mailto:hrcd@clp.com.hk) giving a detailed C.V., including academic qualifications, career history, major achievements and personal attributes on or before **5 March 2021**.

**Important: To facilitate our easy tracking please use a unique file name for all attachments and your email subject box in this format: GPA\_PAM\_Last Name\_First Name\_Other Names (if applicable)**

Applicants not invited for interview within 6 weeks from the closing date may assume their applications unsuccessful.

Information provided will be for recruitment purpose within the CLP Group and only short-listed candidates will be contacted. We comply with all applicable laws and regulations of HKSAR in handling applications.

For details of the Personal Information Collection Statement, please visit our website:

<https://clp.to/engPICS>

For further information on our company, please visit our website:

<https://www.clpgroup.com/>

**Date Exhibited: 26.02.2021**

**Date Withdrawn: 05.03.2021**

Information Classification: PROPRIETARY

(本項職位空缺只備英文版本)