

# Vacancy

**CLP Power Hong Kong Limited**

**Corporate Development**

**Corporate and Community Relations**

**Community Relations Manager (2-Year Contract)**

**[Ref. : CLPP-CD-CCR-CRM]**

*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.*

We are looking for an energetic, creative and highly motivated individual to join the Corporate and Community Relations Department, in support of the Company's initiative of engaging and connecting with the community, in particular the younger generation. Reporting to the Youth and Community Programmes Manager (YCPM), the appointee will be responsible for implementing a series of programmes and initiatives outlined below.

## **Responsibilities:**

- Assist in formulating and implementing youth engagement plans to build good relationship with the younger generation, principals, teachers and programme partners
- Assist the YCPM in executing various programmes such as:
  - Engage and establish good relations network with schools, local community partners, NGOs and organisations through school talks, visitations, awards and other youth and community initiatives
  - Explore how IT and social media could foster the information flow and communication to the target younger generation and increase CLP's brand presence
- Proactively identify public concerns over the youth and community aspects, anticipate youth and community issues related to CLP and recommend appropriate actions to management
- Able to mobilize and collaborate with internal and external parties to plan, organize and execute youth and community programmes
- Prepare written and presentation materials
- Monitor, track, analyse and follow up opinions and feedbacks of stakeholders
- Review, monitor and control budgets related to youth and community programmes
- Provide administrative support for the YCP team and undertake other duties where needed

## **Requirements:**

- A recognized university degree in Communications, Marketing or related disciplines
- With at least five years relevant experience, with proven track record of planning, implementing and promoting programmes and initiatives successfully
- Experience on social media, search engine marketing and other online platforms is a plus
- Excellent presentation, communication and interpersonal skills
- Strong planning, organisation and problem-solving skills, and ability to perform multitasking

- Self-motivated, able to work under pressure at irregular hours and meet tight deadlines
- Excellent language command in both spoken and written English and Chinese, including Putonghua
- Good computer skills such as MS Word, Excel and PowerPoints, and knowledge in video editing, photoshop and Adobe Illustrator is an advantage

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 **27 July 2021**.

**Important:** To facilitate our easy tracking please use a unique file name for all attachments and your email subject box in this format: CCR\_CRM\_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: 20.07.2021**

**Date Withdrawn: 27.07.2021**

Information Classification: PROPRIETARY

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