

Vacancy

CLP Power Hong Kong Limited
Corporate Development
Public Affairs – CLP Power
Public Affairs Executive
[Ref. : CLPP-CD-PA-PAE]

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.

CLP is an Equal Opportunity Employer and is committed to providing a working environment free from discrimination or harassment. All applicants will be considered for employment on an equal basis regardless of gender, physical or mental state, race, nationality, religion, age, family status or sexual orientation.

CLP is also a certified Fair Wage Employer in recognition of the Company's exemplary wage policies and practices.

In support of the Company's business development, we are looking for a high calibre of Public Affairs professional to join the Public Affairs Department of CLP Power Hong Kong Limited. The appointee will be responsible for planning and executing Public Affairs (PA) plan as well as supporting PA programmes to promote our corporate image as a reliable electricity provider in Hong Kong.

The appointee will provide all-round support in PA activities including but not limited to the following:

- Assist in providing PA advice and support on external communication matters
- Provide support on media communications, news monitoring and media enquiries handling
- Implement PA programmes and publicity events to promote corporate image
- Handle collateral productions, prepare presentation materials, draft speeches and press releases etc.
- Provide support on budget control, systematic record management and website content updates
- Perform general administrative support
- Perform ad hoc tasks as required

Requirements:

- A recognised Degree in Journalism, Communications, Public Relations or other related disciplines
- A minimum of 2 years' relevant experience in public affairs, corporate communications, journalism or media relations

- A good team player who is proactive, result-oriented, able to work independently and under pressure to deal with complex and multiple tasks
- High sensitivity in current affairs and political landscape
- Proficient in both spoken and written English and Chinese
- Proficient in MS Office applications (Chinese and English) including PowerPoint and Excel, and knowledge of design and video editing software for social media communications
- Experience in journalistic field or corporate PR a plus
- Willing to work irregular hours and outside office hours

Please apply by sending email to hrcd@clp.com.hk giving a detailed C.V., including academic qualifications, career history, major achievements and personal attributes on or before **25 September 2021**.

Important: To facilitate our easy tracking please use a unique file name for all attachments and your email subject box in this format: PAE_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/>



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