

# Vacancy

**CLP Power Hong Kong Limited**

**Corporate Development**

**Group Public Affairs**

**Public Affairs Executive (Permanent/2-Year Contract)**

**[Ref. : CLPP-CD-GPA-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 caliber of 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 provide support in execution of the visitation programme, branding, promotion and publicity initiatives for the CLP Clock Tower museum project.

***The appointee will have the following key responsibilities:***

- Conduct guided tours for visitors and administer logistics required for tour arrangement and training for docent and helpers
- Support the marketing and promotion of the museum, and co-ordinate with production houses on through-the-line communication materials production e.g. leaflets, brochures, website, social media, videos, souvenirs
- Perform updates to the exhibition content via the Content Management System and work with suppliers on content / exhibits updates
- Co-ordinate and support delivery of events and educational activities (e.g. workshops, seminars)
- Manage logistics and liaison with external suppliers for VIP event hosting (e.g. catering arrangement)
- Monitor and supervise maintenance required to exhibits
- Support website maintenance and digital communication programme execution
- Support in execution of the branding, promotion and publicity initiatives for the museum exhibitions and programmes
- Assist and perform other public affairs duties as required

**Requirements/Skills:**

- A recognised Degree in Communications, Public Relations, Education or other related disciplines
- A minimum of 3 years' relevant experience in marketing/corporate communications/education/customer service
- Solid experience and capabilities in design & production, digital delivery, editorial, marketing and promotion, event management etc
- Strong organisation skills and ability to work under pressure to deal with multiple tasks with tight deadlines
- A comfortable public speaker with excellent communication and interpersonal skills
- Excellent in both spoken and written English and Chinese. Putonghua is a plus
- Creative with high sense of artistic design and innovative
- A good team player and able to deal with a diverse range of stakeholders
- Profound knowledge and application of PC skills including MS Word (English & Chinese), PowerPoint and Excel
- Knowledge of Adobe Photoshop and video editing skill will be an advantage
- Require to work during weekend

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 **28 January 2022**.

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



**Date Exhibited: 21.01.2022**

**Date Withdrawn: 28.01.2022**

Information Classification: PROPRIETARY

(本項職位空缺只備英文版本)

*Energy for Brighter Tomorrows*