

## Vacancy

CLP Power Hong Kong Limited

Corporate Affairs

Corporate Affairs (Communications)

Community, Public Education & Visitation Facilities Management

Visitation Facilities Management

Assistant Corporate Affairs Manager (Permanent/2-Year Contract)

[Ref. : CLPP-CA-CAC-VFM-ACAM]

*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 Corporate Affairs professional to join the Corporate Affairs (Communications) Department of CLP Power Hong Kong Limited. Reporting to the Senior Corporate Affairs Manager, the successful candidate will provide support in planning and execution of the stakeholder engagement initiatives, visitation programme, branding, promotion and publicity initiatives for the CLP Clock Tower Museum. The candidate will also be responsible for co-ordinating the company-wide reporting on community initiatives across the CLP Group.

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

- Support in planning and execution of the stakeholder engagement initiatives, visitation programmes, branding, promotion and publicity initiatives for the museum exhibitions and programmes.
- Provide research and editorial support, such as content updates, preparing marketing collaterals and presentations, and press materials
- Plan for effective digital communications campaign, including website and social media, for the museum and the educational activities
- Oversee staff deployment and training programmes
- Work as Tour Guide for guided tours for targeted stakeholder groups

- Plan and deliver activities for varying stakeholders e.g. community outreach, stakeholder engagement, special events and collaboration campaigns with internal and/ external parties
- Plan and manage tracking and performance measurements for the museum, its educational programmes and marketing vehicles
- Manage and Coordinate the company-wide reporting on community initiatives across CLP Group and consolidate relevant reports
- Manage and update the internal portal of company-wide visitation centres
- Coordinate budget planning and expenses monitoring and reporting
- Support in developing materials for management updates, including budgetary control, report compilation and presentation materials
- Support supervisor on issues management and media enquiries
- Assist and perform other corporate affairs duties as required

**Requirements:**

- A recognised Degree in Communications, Public Relations, Education or other related disciplines
- A minimum of 8 years' relevant experience in marketing / corporate communications / education / museum or exhibition gallery operation
- Diverse 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 outstanding presentation 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
- Think social and be able to create interesting digital contents to arouse awareness and attract visits
- 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 regularly and to support stakeholder engagement activities on non-office hours

Please apply by sending email to [hrcd@clp.com.hk](mailto:hrcd@clp.com.hk) giving a detailed C.V., including academic qualification, career history, current and expected salary, major achievements and personal attributes on or before **19 August 2022**.

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

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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