

**The Government of the Hong Kong Special Administrative Region
Hong Kong Economic and Trade Office (Tokyo)
is inviting applications for**

Public Relations Officer (PRO)

(based in Tokyo)

Salary: JPY8.1million to JPY9.5 million gross per annum, depending on the relevant qualification and experience of the candidate.

Responsibilities

- Responsible to Chief Public Relations Officer (CPRO)/Principal Representative (Tokyo)(PR(T))
- To check media reports, prepare media summaries as well as other reports and disseminate relevant information to concerned parties
- To maintain a regular flow of positive information to the media and the Japanese community by way of such tools as the official Web site of the HKETO (Tokyo) and the HK Liner newsletter
- To prepare Japanese translations of information and publicity materials
- To assist in public relations activities for promotional events and cultural projects organised by the HKETO (Tokyo)
- To assist in maintaining good relationships with Japanese media
- To assist CPRO/PR(T) in managing work relating to the PR unit as directed by CPRO/PR(T)
- To undertake other duties as may be required by supervisors

Entry Requirements

- A Bachelor's degree or equivalent, preferably in journalism, public relations or marketing. A higher degree would be an advantage
- Minimum 8 years' experience in marketing, journalism, publicity or public

relations. Experience of living and/or doing business in Hong Kong would be an asset.

- Proficient in written and spoken Japanese (native level) and English. Knowledge of Cantonese and/or Mandarin will be an advantage
- Candidate must be eligible to take up employment in Japan

Terms of Appointment

2.5-year renewable contract plus contract gratuity.

Application Method

Interested applicants are invited to send a covering letter with full curriculum vitae in both English and Japanese to recruitment@hketotyو.gov.hk **by 16 March 2025 (Tokyo time)**. Late applications will not be accepted and only shortlisted candidates will be notified.

General Notes

This is not a post on the civil service establishment. The candidate appointed is not on Hong Kong SAR civil service terms of appointment and conditions of service. He/she will not be eligible for posting, promotion or transfer to any posts in the Civil Service of the Hong Kong SAR Government.

The terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.

Please visit <https://www.hketotyو.gov.hk/japan/jp/> for more information of the office.