

Help Promote Fair, Open and Effective Public Administration Join the Office of The Ombudsman

Established under The Ombudsman Ordinance, Cap. 397 of the Laws of Hong Kong, the Office of The Ombudsman has a vision to ensure that Hong Kong is served by a fair and efficient public administration. We are committed to improving public administration through independent, objective and impartial investigation into complaints of or suspected injustice caused by maladministration.

Applications are now invited for the following position:

Temporary Assistant Manager (External Relations) (Six-month Contract)

Roles and Responsibilities

- (a) To assist in developing external relations plans;
- (b) To organise publicity programmes and media-related activities such as press conferences, visits, seminars and workshops to promote the work of The Ombudsman and strengthen the relationship with other ombudsman and kindred organisations;
- (c) To create and develop corporate communication materials and social content, including press releases, website content and social media posts and visuals;
- (d) To assist in producing publicity and promotional materials, such as videos, visuals, annual reports, publications, and souvenirs, etc.;
- (e) To manage the Office's website, social media platforms, and other digital communication channels;
- (f) To assist in handling public and media enquiries; and
- (g) To assist in supervising the daily operation of the External Relations Section.

Entry Requirements

- (a) A recognised university degree, preferably in communication, marketing, journalism or language disciplines, or equivalent;
- (b) Relevant experience, preferably in communications or public relations;
- (c) Good command of spoken and written Chinese (including conversational Putonghua) and English;
- (d) Good IT skills with knowledge of MS Office, video and graphic design software

- (preferably with experience in graphic design, e.g. Adobe Photoshop, Illustrator), and familiarity with digital marketing and social media tools;
- (e) Good communication, analytical and problem-solving skills; and
 - (f) Creative, self-motivated, with strong attention to detail and able to work independently.

Shortlisted candidates may be required to attend a written and/or skills test.

Remuneration and Terms

Monthly salary at **\$35,080** and fringe benefits will be provided in accordance with Employment Ordinance (Cap. 57), Employees' Compensation Ordinance (Cap. 282) and the Mandatory Provident Fund Schemes Ordinance (Cap. 485). Subject to service needs and staff performance, renewal of contract may be considered.

Application

Please send your application **by email to hr@ombudsman.hk**. The application should include **a cover letter** explaining why you are interested in the position, why you consider yourself suitable for it and in what ways you can contribute to the Office of The Ombudsman in both English (not less than 500 words) and Chinese (not less than 300 words), **a completed application form and a CV**. Application form is available on our website (<http://www.ombudsman.hk>). The closing date of application is **4 March 2026**. Applicants who do not receive a reply from the Office within three months from the closing date should regard their applications as unsuccessful. For enquiries, please email to hr@ombudsman.hk.

General Notes

*All applications will be treated in the **strictest confidence**. Personal data provided will be used strictly for recruitment and employment-related purposes. Applicants may request access to and correction of personal data collected from them. Such requests should be sent to the Chief Manager at the above email address.*

The Ombudsman is an Equal Opportunities Employer.