

HONG KONG ECONOMIC AND TRADE OFFICE, TOKYO
The Government of the Hong Kong Special Administrative Region
(HKSARG)
is inviting applications for

Chief External Officer (based in Tokyo)

Duty list

- (1) To assist in handling liaison and communications with the public sectors in Korea, including but not limited to :
 - (a) the Korean Government at national and local level;
 - (b) semi-governmental organisations (e.g. Korean Tourism Organisation, Korean Communications Authority);
 - (c) National Assembly Members;
 - (d) political parties and politicians;
 - (e) research institutions; and
 - (f) academia.
- (2) To coordinate and arrange visit programmes and meetings for Tokyo ETO officers and senior officials of the HKSARG to Korea, or the other way around.
- (3) To prepare reports (in English) on the political and socio-economic developments in Korea on a regular basis, and conduct research on Korean central and local governments' policies upon the request of Hong Kong bureaux/departments.
- (4) To assist in translating and/or vetting translations of English documents into Korean and Korean documents into English.
- (5) To coordinate and oversee the development and updating of our Contacts Database.

Requirements

- (a) University degree or above
- (b) 7 years of working experience, including at least 4 years of solid experience in liaison with the Korean Government or public organisations
- (c) Minimum 1 year of working experience in Hong Kong-related firms / organisations in Korea
- (d) Work experience in preparing reports/analysis on topical issues would be an advantage.
- (e) Good knowledge of the Korean society, political and government structure and business protocol is a must.

- (f) Native in Korean and good command of English. Fluency in Chinese (Cantonese / Putonghua) and/or Japanese would be an advantage.
- (g) PC skills (especially Excel)
- (h) Ability to take up frequent business trips and irregular working hours

Remuneration packages

- Salary from JPY7.1 million to 9.2 million per annum (pre-tax) depending on the relevant qualification and experience of the candidate.
- Successful candidate to be offered a one-year renewable contract plus contract gratuity.

Application letters in English together with English and Korean CVs should reach the Hong Kong Economic and Trade Office at 30-1 Sanban-cho, Chiyoda-ku, Tokyo 102-0075 or recruitment@hketotyo.gov.hk by 24 March 2024 (as indicated by the postmark or the sending date of e-mail). Late submissions will not be considered. Only applicants selected for interviews will be contacted. Please visit www.hketotyo.gov.hk for more information of the office.