

Applications are invited for the position of **Deputy Head, Investment Promotion** of the Invest Hong Kong unit at the **Hong Kong Economic and Trade Office in Toronto (HKETO)**.

Invest Hong Kong is the department of the Hong Kong Special Administrative Region (SAR) established to attract and retain foreign direct investment in Hong Kong.

Deputy Head, Investment Promotion (Salary starting at CAD 7,964 per month)

Reporting to the Head, Investment Promotion, the Deputy Head, Investment Promotion will be responsible for identifying, attracting and supporting companies to set up or expand in Hong Kong by engaging in strategic planning and execution of investment promotion activities, visits to top level executives of leading companies and providing assistance to potential investors in Canada and markets covered by HKETO.

Requirements

- a. A Bachelor's degree or equivalent, preferably in Business Administration, Finance, Economics, International Marketing, or International Relations; a higher degree would be an advantage;
- b. Minimum of 5 years of international sales and/or business development experience, preferably in foreign direct investment promotion or economic development, at a managerial position;
- c. Excellent presentation and communication skills in English; knowing French and Chinese is an advantage;
- d. Broad knowledge of the Canadian economy and relevant working experience in Canada are important; experience of living and/or doing business in Hong Kong, experience in life sciences, financial services, I&T or fintech would be an asset;
- e. Willing to travel within the area under HKETO's purview; and
- f. Eligible to take up employment in Canada without arrangement of work visa by the employer.

Term of Appointment

An initial one-year contract on non-civil service contract term with the possibility of extension for a longer-term contract.

How to Apply

Interested applicants are invited to send a covering letter with full curriculum vitae in English, and copies of academic qualification certificates/transcripts and available references from previous employment to:

By post : 174 St. George Street, Toronto, ON M5R 2M7

By email: info@hketotoronto.gov.hk

Application closing date: September 22, 2020 (Toronto time)

Late applications or applications submitted by means other than by post or email will not be accepted. Candidates who are selected for interview will normally receive an invitation in about 1 to 4 weeks from the closing date for application. Those who are not invited for interview may assume that their applications are unsuccessful. The entry pay, 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. Any enquiries concerning the above position should be directed to the Office Manager of HKETO at +1 416-924-5544 or info@hketotoronto.gov.hk.

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