



Applications are invited for the post of Principal Consultant (Western Canada) to serve in the Vancouver Liaison Office of the Hong Kong Economic and Trade Office (Toronto) (“HKETO (Toronto)”). HKETO (Toronto) is the official representative of the Government of the Hong Kong Special Administrative Region in Canada.

Reporting to the Deputy Director of HKETO (Toronto), the Principal Consultant will be responsible for promoting the Hong Kong-Canada bi-lateral trade and investment relations, as well as the cultural exchanges in Western Canada. Main duties include:

- Keeping in contact and liaison with HKETO (Toronto)’s connections in the various Hong Kong-tied organisations, local officials, business and trade associations, cultural and academic institutions, and the media;
- Organising seminars on Hong Kong for business and students;
- Supporting cultural activities that promote Hong Kong;
- Giving updates on Hong Kong through newsletters and website; and
- Answering enquiries relating to Hong Kong matters.

Requirements

- A Bachelor’s degree or equivalent, preferably in Political Science, International Relations, Business Administration, and Marketing;
- Minimum 10 years of relevant experience and 5 of those years at a managerial position;
- Excellent presentation and communication skills in English and Chinese (Cantonese); knowing French is an advantage;
- Broad knowledge of the Hong Kong and Canadian government community and economy are important;
- Willing to travel within Western Canada; and
- Eligible to take up employment in Canada without arrangement of work visa by the employer.

The successful applicant will be offered a fixed monthly salary commensurate with experience and qualifications. The successful applicant will be appointed on contract terms with start date tentatively set for mid-October. Contract gratuity may be granted upon satisfactory completion of contract.

Applications must be submitted by e-mail, with a cover letter and a resume, to info@hketotoronto.gov.hk **on or before August 2, 2024**. Late applications will not be accepted. Candidates selected for interview will be contacted within 8 weeks from the closing date. For enquiries, please contact the Office Manager of HKETO (Toronto) at 416-924-5544 or info@hketotoronto.gov.hk.