



The Hong Kong Economic and Trade Office (HKETO) in Berlin is the official representative of the Hong Kong Special Administrative Region Government in commercial relations and other economic and trade matters in Germany, Austria, the Czech Republic, Hungary, Poland, the Slovak Republic, Slovenia and Switzerland. Its mission is to foster closer economic and trade ties between Hong Kong and these eight countries.

## About InvestHK

InvestHK is the department of the Hong Kong Special Administrative Region (HKSAR) Government tasked to attract and retain foreign direct investments in Hong Kong.

Hong Kong is one of the world's most dynamic, vibrant and international cities. As a leading international financial centre, Hong Kong is a premier business hub for companies expanding business in Asia and tapping into fast-growing opportunities in the Guangdong-Hong Kong-Macau Greater Bay Area, ASEAN and under the Belt and Road initiative.

Applications are now invited for the following position based in Berlin:

## Deputy Head of Business and Talent Attraction / Investment Promotion (Berlin) (m/f/d)

**Monthly salary starting from EUR 5.717**, commensurate with relevant experience.

### Entry Requirements

- Bachelor's degree or equivalent, preferably in Business Administration, Finance, Economics, or International Marketing. A higher degree would be an advantage
- Minimum of 7 years of international sales and/or business development experience, preferably in foreign direct investment promotion or economic development, at a managerial position
- Knowledge and good understanding of innovation and technology, financial services/family offices, fintech, creative industries or solutions to achieve to carbon neutrality would be an advantage
- Excellent presentation and communication skills in English and German. Proficiency in other Central European languages would be an advantage. Preferably native in one of the official languages in the eight countries covered by HKETO in Berlin
- Broad knowledge of the Central European economies and relevant working experience in Germany. Experience of living and/or doing business in Hong Kong would be an asset
- Eligible to take up employment in Germany without arrangement of work visa by the employer

### Duties:

The Deputy Head of Business and Talent Attraction / Investment Promotion (Berlin) (m/f/d) is responsible to assist the Head of Business and Talent Attraction / Investment Promotion (m/f/d) for spearheading Hong Kong's investment promotion activities in our priority markets, namely Germany, Austria, the Czech Republic, Hungary, Poland, the Slovak Republic, Slovenia and Switzerland, covered by the HKETO in Berlin, so as to drive the investment promotion activities, achieving performance targets and managing project generation.

### Responsibilities

- Support the Head of Business and Talent Attraction / Investment Promotion (m/f/d) in implementing the annual geographic business plan for promoting inward investment to Hong Kong
- Devise the list of target companies, in particular in priority sectors as identified by the Invest Hong Kong Head Office and those that can create valued employment in Hong Kong
- Proactively reach out to target companies via conducting marketing activities and promotional campaigns as well as individual company visits and to provide timely advice and practical assistance to potential investors
- Develop links and networks with business multiplier organisations and identify opportunities that can help raise the profile of Hong Kong and Invest Hong Kong
- Organise and support investment promotion visits by sector teams and directorate from Invest Hong Kong Head Office
- Collect and analyse market intelligence and provide feedback to sectors teams
- Maintain proper records of the contacts and leads generated as well as the aforementioned activities via various means including CRM, emails and file record
- Support the HKETO's initiatives on talent attraction and other activities as and when required

### Employment terms:

The selected candidate will be appointed on contract term for a period of two years (including a probation of six months), with the possibility of long-term employment upon satisfactory performance during the first two years.

### How to apply:

Applications in the form of a **covering letter with full curriculum vitae in English**. In the curriculum vitae, please indicate whether you are native speaker of English or German. If not, please indicate the level of your English and German under the Common European Framework of Reference for Languages. Supporting documents (e.g. certificates, reference letters) should also be provided for academic qualifications and working experience included in the curriculum vitae.

Your application should reach **Hong Kong Economic and Trade Office** by email at **job\_berlin@hketoberlin.gov.hk** (Attn: Head(Adm)) **by 23:00 (Berlin time) on 26 May 2024 (Sun)**.

Short-listed candidates would be invited for a written test cum interview in June 2024. The successful candidate is expected to assume duties earliest in August 2024. Applicants not receiving notification by 30 November 2024 should consider their applications unsuccessful.

For details relating to the use of the personal information collected for the purpose of the recruitment and employment, please refer to the Privacy Notice on our webpage: **www.hketoberlin.gov.hk/de/about\_job.htm** or contact our Data Protection Officer via email: **dpo@hketoberlin.gov.hk**.

Please visit **www.investhk.gov.hk** for more information.

For enquiries, please send to **job\_berlin@hketoberlin.gov.hk**.