



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.

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

Deputy Head of Investment Promotion (Berlin) (m/f/d)

Monthly salary EUR 5.889 - EUR 7.924, commensurate with the relevant experience..

The Deputy Head of Investment Promotion (Berlin) is responsible to assist the Head of Investment Promotion for spearheading Hong Kong's investment promotion activities in our priority markets namely Germany, Austria, Czechia, 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 Investment Promotion in implementing the annual geographic business plan for promoting inward investment to Hong Kong
- 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 and to provide facilitation to Invest Hong Kong's clients to expand to and connect the clients to the relevant stakeholders within the geographic markets under the purview of HKETO
- 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 Dedicated Team for Attracting Businesses and Talents / Investment Promotion Unit in the HKETO and the HKETO's initiatives on talent attraction and other activities as and when required

Requirements

- Bachelor's degree or equivalent, preferably in Business Administration, Finance, Economics, or International Marketing. A higher degree would be an advantage
- Minimum of 5 years of relevant full-time work experience of international business and/or business development in any of foreign trade and investment promotion, management consulting.
- Knowledge and good understanding of either innovation and technology (in particular AI, and robotics), or financial services or fintech or transport and logistics or carbon neutrality solutions would be an advantage
- Excellent presentation and communication skills in English. Proficiency in German, Polish, French, Hungarian language or Putonghua would be an advantage. Preferably native in one of the official languages in the eight countries covered by HKETO in Berlin
- Fundamental economic and trade policy knowledge of the eight priority markets. 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

Terms of Appointment

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 (CEFR) or equivalent, such as IELTS or TOEFL for English Language. 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 11 April 2026 (Sat)**. Short-listed candidates would be invited for a written test cum interview mid May 2026.

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: <https://www.hketoberlin.gov.hk/de/jobs/> or contact our Data Protection Officer via email: dpo@hketoberlin.gov.hk.

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.

Please visit www.investhk.gov.hk for more information.
For enquiries, please send to job_berlin@hketoberlin.gov.hk.