

The Goethe-Institut Hongkong is inviting interested candidates to apply for the following position

Digital Services Assistant (Part-time 50 %)

The Goethe-Institut is the Federal Republic of Germany's cultural institute, active worldwide. We promote the study of German abroad and encourage international cultural exchange.

The Goethe-Institut Hongkong seeks a versatile, creative, and technology-savvy Digital Services Assistant to assist with the library's digital and web services delivery. The digital services assistant role is to provide content management, social media and library services and will also support resource-related induction sessions.

Key responsibilities:

- Web content writing and editing, CMS
- Digital projects support
- Assistance in organising and promoting digital resources for the library
- Social Media activities for the library
- Assisting library customers in their digital learning experience
- Translating text German-English-Chinese

Requirements:

- Good written and communication skills in Chinese, English and German (preferable B2-Level)
- Good IT-skills (MS-Office: Word, Excel, PowerPoint, Outlook)
- Knowledge of Content Management System and social media applications
- Experience in working in digital environment is of advantage
- Willingness in learning new software and training for digital literacy activities
- Good organisational skills
- Self-motivated, good team player
- Enjoying working in a library and learning environment
- Strong customer focus
- Friendly and professional communicator

Terms of Appointment:

- Part-time employment (50 %),
- Fixed-term contract for 12 months with options for renewal
- Start date: 15. October 2015

Deadline of application: 25.09.2015

Applicants will be required to have a **valid work permit for Hong Kong**

Please send your completed application (Covering letter, CV, Certificates) until 03. October 2015 via E-mail to Mrs. Michaela Bodesheim Head of Library and Information Service Goethe-Institut Hongkong, michaela.bodesheim@hongkong.goethe.org

Personal data collected will be used strictly for recruitment purpose only and will be destroyed within 6 months.