

The Competition Commission (the Commission) is an independent statutory body established under the Competition Ordinance (Cap. 619) (the Ordinance) which was enacted in June 2012. The objectives of the Ordinance include the prohibition of conduct that prevents, restricts or distorts competition in Hong Kong.

The Commission is seeking interested applicants to join its professional teams for the following position:

### **Competition Affairs Assistant (Investigations III)** **(Ref.: CC/CAAINVIII20220621)**

The position holder is expected to assist in maintaining the operation of the Document Registry and Contact Center of the Commission and to support different case teams in ongoing investigation.

#### **Responsibilities**

- To handle incoming/outgoing correspondence;
- To effectively perform document registration duties with a computerized registration system and maintain the safe custody of the documents and exhibits in the registry;
- To manage and implement the effective and appropriate storage, packaging and handling of all exhibits, ensuring compliance to the internal procedures and guaranteeing integrity and continuity of evidence;
- To assist in the development and improvement of a document management system;
- To receive complaints and queries from the public by phone, in person and/or in writing and conduct early assessments and preliminary investigations of those complaints/queries under supervision;
- To draft responses to public complaints and queries in both English and Chinese;
- To provide support to enforcement teams, including assisting with investigations, conducting researches, data entry; and
- To perform any other duties as assigned by supervisors.

#### **Requirements**

- A university degree, preferably in law, economics, business administration, government or public administration, or equivalent;
- Good command of written and spoken English and Chinese, with strong presentation and writing skills;
- Strong research skills, analytical ability and solid project management skills; and
- Experience in administration, record management, complaint handling or IT forensics would be an advantage.

*Candidates with more experience may be considered for a more senior position and a salary that commensurate with that position.*

### **Terms of Appointment and Remuneration Package**

Terms:	Appointment will normally be offered on a 2-year fixed-term contract, renewable depending on performance and operational needs.
Basic Salary:	The basic salary offered will be commensurate with the candidate's qualifications and experience.
Cash Allowance:	5% of the basic salary
Contract-end Gratuity:	10% of the basic salary (including 5% employer's contribution of MPF)
Fringe Benefits:	Annual leave, medical & dental benefits, life insurance and MPF.

### **Application:**

Interested applicants should submit their applications at the Commission's Job Application System at [https://www.compcomm.hk/en/about/career/current\\_vacancies.html](https://www.compcomm.hk/en/about/career/current_vacancies.html).

The closing date for applications is **4 July 2022**.

Where a large number of candidates meet the specified entry requirements, the recruiting section may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend the written test and/or interview. Candidates who are selected for interview will normally receive an invitation in about six to eight weeks from the closing date.

All applications will be handled in strict confidence. Personal data collected from applicants will only be used for recruitment related purposes and will not be transferred to any third party. Personal data of unsuccessful applicants will be destroyed within 12 months of the recruitment process being completed by the appointment of a candidate for the relevant position.

Pursuant to the Personal Data (Privacy) Ordinance, a person who provides personal data to the Commission has the right to request access to and correction of their personal data held by the Commission. Requests for access to or correction of personal data should be made in accordance with the Commission's Privacy Policy available on the Commission's website at [www.compcomm.hk](http://www.compcomm.hk). The Commission is an equal opportunity employer.