

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.

競委會是獨立法定團體，根據 2012 年 6 月制定的《競爭條例》(第 619 章) (《條例》) 成立。《條例》旨在禁止妨礙、限制或扭曲在香港的競爭的行為。

General Assistant (Driving) (Ref.: CC/GA_D20220422) **一般助理 (駕駛) (參考編號：CC/GA_D20220422)**

Responsibilities

職責

- Driving duty for conveying passengers and documents;
執行駕駛職務，接載乘客及運送文件；
- Handling car maintenance issues and ensure cleanliness of the vehicle;
處理汽車保養問題並確保車輛清潔；
- Reporting any accidents, injuries, repair work, vehicle defects, traffic violations or damage to supervisors;
向主管報告任何事故、損傷、維修工作、車輛故障、交通違規或損壞；
- Providing prompt and courtesy customer service to passengers;
為乘客提供準時和禮貌的客戶服務；
- Providing general support for the office, such as venue set-up, collection and delivery of documents and mails, and replenishment of office supplies, etc.; and
為辦公室提供一般支援，例如場地佈置、收派文件及郵件，以及添置辦公用品等；及
- Performing other duties as assigned by supervisors.
執行主管指派的其他工作。

Requirements

入職要求

- Having completed Form 5 or above, and able to understand and speak simple English;
中五或以上程度，略懂英語並能作簡單英語對答；
- Holding a valid driving licence (Hong Kong Driving Licence Class Code (1) & (2)) for at least 5 years with clean traffic conviction record;
持有有效駕駛執照 (香港駕駛執照 (車輛類別代號(1)、(2))) 最少 5 年，及無違例駕駛判罪紀錄；

- Having at least 5 years of driving experience, with at least 2 years driving duty experience (in particular with passenger) in the past 3 years;
具備至少 5 年駕駛經驗，過去 3 年內至少有 2 年工作駕駛經驗（特別是載客）；
- Experience as Company Driver for senior management will be an advantage;
曾任職公司司機，具接載高級管理人員經驗為佳；
- Familiar with Hong Kong road and traffic codes;
熟悉香港道路及交通守則；
- Punctual, honest, polite, responsible and willing to work overtime/irregular hours if needed;
and
準時、誠實有禮、有責任心及願意在有需要時超時 / 不定時工作；及
- Patient, and have good driving attitude.
有耐性，駕駛態度良好。

Terms of Appointment and Remuneration Package

聘用條款及待遇

- Terms of Appointment : Appointment will be offered on 2-year fixed-term contract, renewable depending on performance and operational needs.
- 聘用條款 : 按兩年固定期限合約聘用，續約視乎工作表現及營運需要。
- Basic Salary : The basic salary offered will be commensurate with the candidate's qualifications and experience.
- 基本薪金 : 基本薪金將會視乎申請人資歷及工作經驗而定。
- Cash Allowance : 5% of the basic salary
- 現金津貼 : 相等於基本薪金的 5%
- Contract-end Gratuity : 10% of the basic salary (including 5% employer's contribution of MPF)
- 約滿酬金 : 相等於基本薪金的 10% (包括 5% 僱主強積金供款)
- Fringe Benefits : Annual leave, examination leave, medical & dental benefits, life insurance and MPF.
- 附帶福利 : 年假、考試假、醫療及牙科福利、人壽保險及強積金。

Application

申請方法

Interested applicants should submit their applications at the Commission's Job Application System at https://www.compcomm.hk/en/about/career/current_vacancies.html.

有意者請在競委會網站的職位申請系統提交工作申請，網址為

https://www.compcomm.hk/tc/about/career/current_vacancies.html。

The closing date for applications is **13 May 2022**.

截止申請日期為2022年5月13日。

Where a large number of candidates meet the specified entry requirements, the recruiting department 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 skills test and/or interview. Candidates who are selected for skill test/ interview will normally receive an invitation in about four to six weeks from the closing date.

如果符合訂明入職條件的申請人人數眾多，招聘部門可以訂立篩選準則，甄選條件較佳的申請人，以便進一步處理。在此情況下，只有通過初步篩選的申請人會獲邀參加技能測試及 / 或面試。申請人如獲甄選參加技能測試 / 面試，通常會在截止日期後約四至六週內接獲通知。

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.

所有申請均會絕對保密。申請人的個人資料只會用於招聘相關用途，不會轉移給任何第三方。競委會會於招聘程序完成並聘用合適人士擔任有關職位後 12 個月內將未獲取錄申請人的個人資料全部銷毀。

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. The Commission is an equal opportunity employer.

根據《個人資料（私隱）條例》，向競委會提交個人資料的人士，有權向競委會要求查閱並更正其個人資料。查閱或更正個人資料的要求，應按照競委會在其網站（www.compcomm.hk）公布的私隱政策提出。競委會是平等機會僱主。