



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.

## **Human Resources Officer (Ref: CC/HRO20220812)**

Reporting to the Principal Manager (Human Resources), the candidate is required to provide various human resources support to the Commission.

### **Responsibilities**

- To provide full spectrum of HR and administrative functions, including recruitment and selection, compensation and benefits administration, training logistics and coordination;
- To provide hands-on monthly payroll and gratuity calculation, budget provision, payroll reporting, MPF & taxation, leave administration, group medical and insurance administration issues;
- To maintain monthly payroll cycle and handle annual salary review as well as ad-hoc C & B exercises on a regularly basis;
- To assist in the implementation and development of the new Human Resources Information System and provide various support on system enhancement, etc.;
- To assist supervisors in reviewing the internal system / procedures to enhance operational effectiveness;
- To manage all HR related documentation and a meticulous filing system including employment contracts, new hire documentations, employment certificates, records management and disposal, etc.;
- To update and generate regular HR reports and workforce analysis for management review;
- To draft/ issue general and routine staff related correspondence; and
- To perform any other duties as assigned by supervisor.

### **Requirements**

- A university degree or equivalent;
- 4 years' experience in the human resources field and at least one year in a supervisory position. Preference will be given to candidates with relevant experience in public-funded organization/NGO or government;
- Experience in participating in development and enhancement of HRIS or using Oracle Peoplesoft is an advantage;
- Good command of spoken and written English and Chinese;
- Proficiency in using computer software including Word, Excel, Power Point and Chinese Word Processing;
- Good communication and organisation skills and able to work under pressure;
- Ability to work with a fast paced and start-up environment; and

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

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

Terms of Appointment: Appointment will be offered on 2-year fixed-term contract, renewable depending on performance and operational needs.

Basic Salary: The basic salary 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 application is **2 September 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.