



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.

Temporary Human Resources Officer (Ref: CC/THRO20220812)

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

Responsibilities

- To support and perform a full spectrum of HR functions including but not limited to recruitment and selection, employment contract renewals, compensation and benefits administration, training and development, etc.;
- To take part in recruitment functions including job advertisements posting, applications screening, logistics support for interview / written test arrangements, on-boarding and off-boarding process, and related administration work;
- To maintain staff records and database in HRIS and ensure all records are checked and updated accurately;
- To conduct regular checks on staff attendance, leave administration and generate regular HR reports and prepare various documentation for management review;
- To handle visa applications, employees related insurance enrollments, MPF administration and maintain a meticulous filing system; and
- To perform any ad-hoc tasks as assigned by supervisors.

Requirements

- A university degree or equivalent;
- Level 2 / Grade E or above in five subjects including Chinese Language and English Language / English Language (Syllabus B) in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) / Hong Kong Certificate of Education Examination (HKCEE), or equivalent;
- 4 years' experience in the human resources field and 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 1 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.

Contract-end Gratuity: 10% of the basic salary (including 5% employer's contribution of 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.

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. The Commission is an equal opportunity employer.