



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.

Assistant Human Resources Officer/ Temporary Assistant Human Resources Officer (Ref: CC/AHRO20221104)

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

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, preferably in Human Resources Management, or equivalent plus 1 year's relevant experience; OR Level 2 or Grade E or above in five subjects including Chinese Language and English Language (Syllabus B) in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or Hong Kong Certificate of Education Examination (HKCEE), or equivalent, with 2 years' relevant experience;
- Well-versed in Employment Ordinance;
- Hands-on experience in HRIS, prior experience in the development and/or enhancement of PeopleSoft HRIS 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;
- Preference will be given to candidates with relevant experience in public-funded organization/ NGO or government; and
- Ability to work with a fast paced and start-up environment.

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/ 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 (for 2-year contract only)
Contract-end Gratuity	: 10% of the basic salary (including 5% employer's contribution of MPF)

Application:

Interested applicants should submit their resume to appn-hr@compcomm.hk.

The closing date for application is **18 November 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.