



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 objective of the Ordinance is to prohibit conduct that prevents, restricts or distorts competition, and to prohibit mergers (in the telecommunications industry) that substantially lessen competition in Hong Kong.

Divisional Administrative Coordinator (Ref: CC/DACI20210805)

Responsibilities

- Perform a variety of secretarial, administrative, and clerical work of a general or specialized nature in support of Division activities;
- Liaise with Members of the Commission regarding administrative arrangements, when necessary for particular matters;
- Responsible for working with the Division staff on procurement matters, preparing procurement forms and monitoring budgets;
- Support the relevant Division/Section heads by performing administrative functions such as file management, library maintenance, preparing budgetary forms and purchase orders and checking and processing expense claims;
- Prepare a variety of documents and forms including reports, correspondence, memoranda, agenda items and reports, agreements, statistical charts and tables, and develop and maintain accurate and up-to-date office files, precedents, records, and logs for assigned areas;
- Maintain calendar of activities, meetings, and various events for Executive Director; coordinate activities and meetings with other divisions/departments, Members of the Commission; schedule meetings and appointments and notify concerned parties;
- Handle procurement requests, coordinate and confirm staff travel arrangements including visa applications, air tickets and hotel accommodations;
- Handle confidential information in a discreet and professional manner; and
- Perform other related duties as assigned.

Requirements

Candidates should

- have a bachelor's degree, preferably in Administration, Management, Business, Commerce, or equivalent; and have met the language proficiency requirements of Level 3 or above in English Language in HKDSEE or HKCEE, or equivalent;

- have at least 4 years of post-qualification full-time experience in secretarial, administration or clerical support, preferably in a statutory body, public sector or regulatory authority;
- have good knowledge of Excel, Word and PowerPoint;
- have good command of spoken English and Cantonese. Proficiency in written Chinese will be preferable;
- have good communication skills and service attitude; and
- be mature, responsible and able to work under pressure.

Terms of Appointment and Remuneration Package

Terms of Appointment	: Appointment will be offered on a 2-year fixed-term contract, renewable depending on performance and operational needs.
Basic Salary	: The starting salary for this post is HK\$32,095 per month. 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.

The closing date for applications is **19 August 2021**.

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 four to six 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.