

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.

The Commission is seeking interested applicants to join its professional teams for the following position:

Part-time Competition Affairs Assistant (Ref: CC/PTCAA20231103)

Responsibilities

Your role will involve in various aspects, and you may be assigned tasks that include the following:

- Providing general administrative support; e.g.
 - conducting market research;
 - inputting data entry, conducting document review and information analysis;
 - preparing interview materials, attending interviews and compiling interview notes;
 - checking interview transcripts and translation;
 - assisting in advising and engaging with the external parties on competition-related matters;
 - supporting the liaison and communications with overseas competition agencies and international organisations on competition-related matters;
 - performing any other clerical works as assigned by supervisors;
- Supporting internal projects for intelligence gathering and analysis; and
- Providing general logistics and administrative support for the Division/Department.

Requirements

- Pursuing a Degree / Higher Diploma / Associate Degree in a related field; OR
- 2 years' relevant experience in legal, research, public policy and administration, investigation, project management, translation, or equivalent; and met the language proficiency requirements of Level 3 or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination or Hong Kong Certificate of Education Examination, or equivalent;
- Proficiency in both written and spoken English and Chinese. Preference will be given to candidates with a higher standard of language proficiency;
- Proficiency in using MS Office software including Excel, Word and Power Point;
- Attentive to details and good organizing abilities;
- A team player and good interpersonal skills; and
- Able to work under pressure and self-motivated.

Terms of Appointment

Appointment Period: 6 months

(The contract may be extended depending on operational needs and assessment of performance)

Working Hours: The job is part-time, with working hours not exceeding 18 hours per week and falling within the normal office hours.

Salary: HK\$80 per hour

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 **23 November 2023**.

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 interview and/or recruitment test. 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.