

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.

Part-time Human Resources Assistant (6-month) **(Ref: CC/PTHRA20210910)**

Responsibilities

- To provide clerical and administrative support to the team including compiling reports, administering personnel records, managing files and records systems, etc.;
- To provide logistics support on recruitment issues such as job postings, logging job applications, contacting candidates for interviews and written tests, and prepare HR documents, etc.;
- To perform any other duties as assigned by supervisors.

Requirements

- Students pursuing a Degree / Associate Degree / Higher Diploma, preferably in Human Resources Management, Management, Business Administration, Public Administration, or related studies or equivalent; / Level 2 or above in 5 subjects in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or Hong Kong Certificate of Education Examination (HKCEE); or equivalent, and 2 years' relevant experience;
- Proficient in Microsoft Word, Excel and PowerPoint;
- Good command of written English and Chinese;
- Good interpersonal and communication skill;
- Knowledge of Hong Kong Employment Ordinance or related legislation is required; and
- Hands-on experience in computerized HRIS will be an advantage.

Terms of Appointment

Appointment Period: 6 months

Working Hours: The job is of part-time nature and the working hours are less than 18 hours per week

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 **8 October 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 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.