

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 that substantially lessen competition in Hong Kong. The scope of the application of the merger rule is limited to carrier licences issued under the Telecommunications Ordinance (Cap. 106).

The Commission is now offering an exciting opportunity for a skilled and enthusiastic candidate to join its busy legal team.

## **Part-time Legal Knowledge Officer (Ref.: CC/PTLKO20201202)**

The successful candidates will work in the Legal Division (the “Division”) of the Commission and will report directly to senior staff in the Division.

### **Responsibilities**

The role of the successful candidate will assist the team on several different aspects, with assignments including, but not limited to, the following:

- Collate and organize essential legal documents/archives for central filing in a Document Management System;
- Assist to establish a formal filing discipline and a systematic records management system;
- Review tender documents including specifications and cost details, prepare summary and update all tender records, etc.;
- Provide general support to the Division in the form of various admin/clerical support; and
- Perform any other ad-hoc duties as assigned by supervisors.

### **Requirements**

Interested candidates should meet the following criteria:

- Candidates with or pursuing a degree, preferably in Law, Economics, Procurement and related studies, or equivalent;
- Good command of English and Chinese is required;
- Previous work experience as support staff in the legal industry is advantageous;
- Attention to detail;
- Excellent communication skills;
- Ability to multi-task and meet tight deadlines with minimal supervision; and
- Proficiency in MS Word and Excel.

## **Terms of Appointment**

Appointment Period: 3 months - 12 months, subject to operational needs.  
Working Hours: The job is of part-time nature and the working hours are not more than 18 hours per week  
Salary: HK\$100 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](https://www.compcomm.hk/en/about/career/current_vacancies.html).

The closing date for application is **31 December 2020**.

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 an 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](http://www.compcomm.hk). The Commission is an equal opportunities employer.