



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.

Public Affairs Officer (Ref.: CC/PAO20210805)

Responsibilities

- To assist in media monitoring and researches;
- To assist in organizing events of different nature including webinars, workshops, and others;
- To assist in the production of publications, videos, publicity materials and collaterals;
- To provide administrative and secretarial support to the public affairs team; and
- To provide other supporting services as required.

Requirements

Candidates should have

- a) A bachelor's degree, preferably in Communications / Business Administration, or equivalent; and with a minimum of 2 years' relevant working experience or; b) A high diploma/ associate degree, preferably in Communications / Business Administration, or equivalent; and with a minimum of 3 years' relevant working experience or; c) Level 2 / 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; and with a minimum of 4 years' relevant working experience;
- Good command of spoken and written English and Chinese;
- Good command of computer knowledge including Excel, Word, Power Point and Chinese Word Processing, and preferably with some experience in using simple layout and design software; and
- Good communication and organisation skills, attentive to details and able to work under pressure.

Candidates with less experience may be considered for a more junior position and a salary that commensurate with that position.

Terms of Appointment and Remuneration Package

Terms of Appointment : Appointment will be offered on 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

- Contract-end Gratuity : 10% of the basic salary (including 5% employer's contribution of MPF)
- Fringe Benefits : Annual leave, study 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.