



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.

## **Information Technology Assistant (Ref.: CC/TITA20211228)**

### **Responsibilities**

- To provide clerical and administrative support to IT team, including filing and data entry, etc.;
- To assist IT team in procurement, user support and documentation, etc.; and
- To perform ad-hoc tasks for IT team.

### **Requirements**

- A bachelor's degree, preferably in Business Administration / Information Technology, or equivalent;
- Knowledge in Information System/ Accounting/ Business Law is an advantage;
- Good command of written English and Chinese;
- Proficiency in MS applications; and
- Good interpersonal, self-learning ability and problem solving skills.

### **Terms of Appointment and Remuneration Package**

Terms of Appointment: Appointment will be offered on 1 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.

Contract-end Gratuity: 10% of the basic salary (including 5% employer's contribution of 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](https://www.compcomm.hk/en/about/career/current_vacancies.html).

The closing date for application is **21 January 2022**.

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