



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.

Temporary Public Affairs Officer (Ref.: CC/TPA0020231123)

Responsibilities

- To assist in managing the Commission's social media channels, including Facebook, Instagram, LinkedIn, YouTube and other platforms;
- To assist in organizing events of different nature including seminars, exhibitions, conferences and others;
- To assist in the production of publications, publicity materials and collaterals;
- To provide administrative and secretarial support to the public affairs team; and
- To provide other supporting services as required.

Requirements

- A recognized degree preferably in Journalism / Communications or a related discipline, or equivalent;
- 2 years' working experience preferably in the corporate communications/ journalism/ media field;
- Good command of spoken and written English and Chinese;
- Passionate and social media savvy;
- Proficiency in using computer software 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 commensurate with that position.

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 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.

The closing date for application is **13 December 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 the written test and/or interview. Candidates who are selected for written test/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.