



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).

Senior Administration Officer (Ref.: CC/SAO20190719)

Responsibilities

- (i) Assist in performing full range of general administration services, including office security and safety, access card arrangement, office accommodation, procurement, record and inventory management, and general office services;
- (ii) Assist in performing facilities management, liaise with contractors and management office relating to office cleaning, maintenance and improvement works;
- (iii) Assist in developing and implementing administrative policies and procedures;
- (iv) Prepare annual administrative budget, monitor and control expenditure;
- (v) Liaise with user divisions/ departments to ensure provision of sufficient and efficient support services;
- (vi) Coordinate with the Management Office on office lease and car park renewal arrangements;
- (vii) Implement programmes/policies relating to environmental protection and resources conservation and Occupational Safety and Health; and
- (viii) Perform emergency duty outside normal office hours and other administration duties or ad-hoc projects as required.

Requirements

- (i) Degree in Business Administration / Facilities Management or related disciplines, or equivalent;
- (ii) At least 7 years of hands-on experience in property management/ facilities management/ general administration, of which at least 2 years should be at Supervisor level or above;
- (iii) Have experience in NGO, government or public sector would be an advantage;
- (iv) Able to multi-task, prioritize work and work in a fast paced and start-up environment;
- (v) Proficient PC knowledge in MS Word and Excel; and
- (vi) Pro-active, mature, detailed-minded and an excellent team player.

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 starting salary for this post is HK\$30,490 per month. The basic salary offered will 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 **1 August 2019**.

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 opportunities employer.