

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 Assistant Human Resources Officer (Ref.:CC/TAHROAO20240419)

Reporting to the Principal Manager (Human Resources), the candidate is required to provide various human resources support to the human resources team.

Responsibilities

- To provide logistics support for pre-and-post-recruitment issues, such as posting job advertisements, screening job applications, scheduling interviews, preparing interview and pre-employment documents;
- To maintain accurate staff records and database in HRIS, ensuring all records are checked and updated correctly;
- To conduct regular checks on staff attendance, administer leave, prepare regular HR reports and registers, and prepare documentation for management review;
- To handle visa applications, employees insurance enrollments, MPF administration and maintain a meticulous filing system;
- To provide personnel and general support on document and file maintenance, administer personnel records and filing systems, update annual records disposal records; and
- To perform any ad-hoc tasks as assigned by supervisors.

Requirements

- A university degree, preferably in Human Resources Management, or equivalent, with at least 1 year of relevant experience; OR Level 2 or 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, with at least 2 years of relevant experience;
- Well-versed in Employment Ordinance;
- Preferred experience in handling attendance system, online job application systems and e-learning system;
- Hands-on experience in HRIS and prior experience in the development and/or enhancement of PeopleSoft HRIS is an advantage;
- Good command of spoken and written English and Chinese;
- Proficiency in using computer software including Word, Excel, Power Point and Chinese Word Processing;
- Good communication and organisational skills, with the ability to multitasking and work independently;

- Preference will be given to candidates with relevant experience in public-funded organization, government or NGOs; and
- Ability to work with a fast paced and start-up environment.

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 **17 May 2024**.

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.