

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.

## **Senior Administration Officer (Ref.: CC/SAOSO20240301)**

### **Responsibilities**

- Perform full range of general administration services, including but not limited to office renovation and accommodation, procurement, record and inventory management, and general office services;
- Perform facilities management including but not limited to office security and safety, telephone system, AV equipment and CRAC units, and ensure that the facilities and equipment are in compliance with the statutory requirements and standards;
- Liaise with contractors relating to office cleaning, repair and maintenance, and improvement works;
- Assist in developing and implementing administrative policies and procedures;
- Prepare annual administrative budget, monitor and control expenditure;
- Liaise with user divisions/ departments to ensure provision of sufficient and efficient support services;
- Coordinate with the Management Office on office lease, car park renewal arrangements and other housekeeping issues;
- Implement programmes/policies relating to environmental protection and resources conservation and Occupational Safety and Health; and
- Perform emergency duties outside normal office hours as well as other administrative duties or any other duties assigned by supervisors.

### **Requirements**

- Degree in Business Administration / Facilities Management or related disciplines, or equivalent;
- Strong background in administrative duties and facilities management with at least 4 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;
- Have experience in NGO, government or public sector would be an advantage;
- Able to multi-task, prioritize work, troubleshoot and work in a fast paced environment;
- Proficient PC knowledge in MS Word and Excel; and
- Pro-active, responsible, detailed-minded and an excellent team player.

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

Terms: Appointment will be offered on a 2-year fixed-term contract, renewable depending on performance and operational needs.

Basic Salary: The starting salary for this post is HK\$34,425 per month. The basic salary 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, 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](https://www.compcomm.hk/en/about/career/current_vacancies.html).

The closing date for applications is **25 March 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 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.