



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 Senior Language Officer (Ref.: CC/TSLOSO20240315)**

The Commission is looking for an individual with strong translation and editorial skills to join the Corporate Communications Department. He/She should be mature, detail-minded with good analytical, interpersonal and communication skills.

### **Responsibilities**

- i) To translate various kinds of documents from Chinese to English and vice versa;
- ii) To vet the translations and edit the drafts prepared by other staff members or service providers;
- iii) To advise and handle enquiries on literary matters;
- iv) To perform administrative duties such as handling outsourcing procedures, compiling Translation Team's reference database, record-keeping and updating the logbook of translation services; and
- v) To perform any other duties as assigned by supervisors.

### **Requirements**

- i) A recognised degree in Translation, English/Chinese Language or a related subject, or equivalent; Attained Level 3 / Grade C or above in English Language and Chinese Language in the Hong Kong Diploma of Secondary Education Examination (HKDSE) / Hong Kong Certificate of Education Examination (HKCEE), or equivalent.
- ii) At least 4 years of translation and/or editorial experience in legal, financial and economics, public relation or public administration field, preferably gained from public organizations;
- iii) Excellent command of written and spoken English and Chinese;
- iv) Proficiency in using MS Office software including Word, Excel, PowerPoint and Chinese word processing; and
- v) Able to work independently and under pressure and meet tight schedules.

*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](https://www.compcomm.hk/en/about/career/current_vacancies.html).

The closing date for application is **19 April 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](http://www.compcomm.hk). The Commission is an equal opportunity employer.