香港特別行政區立法會
LEGISLATIVE COUNCIL
OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION

LEGISLATIVE COUNCIL SECRETARIAT

Council Secretary

The Legislative Council Secretariat ("the Secretariat") is looking for high-calibre individuals for appointment as Council Secretary.

Under the supervision of The Legislative Council Commission, the Secretariat's mission is to render efficient and professional services, research and administrative support for the Legislative Council ("LegCo"), enhance community understanding of the activities of LegCo and provide an effective avenue for redressing grievances of members of the public.

As a vital new force in the Secretariat, Council Secretaries take on a wide range of Council, committee and administrative responsibilities. Individuals who demonstrate strong skills in innovative thinking, problem-solving and communication, and who are passionate about service excellence and eager to embrace challenges, are encouraged to apply for this position. Successful applicants will have excellent career development opportunities to contribute to a dynamic and forward-thinking organization.

Main duties

Depending on the posting, the main duties of a Council Secretary include:

(a) providing secretariat and administrative support services for the Council and its committees, including support for policy advocacy and research tasks;
(b) handling complaints received under the LegCo Redress System, and conducting analysis and related studies;
(c) providing secretariat and administrative support services for The Legislative Council Commission and its subcommittees;
(d) undertaking different aspects of administrative and human resources duties in the Secretariat;
(e) organizing corporate events and public relations activities; and
(f) conducting reviews on practices and work procedures to streamline business processes, and managing projects relating to the development of new services by the organization.

Entry requirements

Applicants should:

(a) have a recognized university degree;
(b) have at least six years' work experience in policy research, public relations, committee operations, complaints handling, administration, human resources management, legal support or other relevant areas; preferably have practical experience in policy advocacy, research and media communication strategies. Applicants with good potential but less than six years' relevant experience may also be considered; and if appointed, they will be offered an appropriate salary point below the minimum point of the salary scale;
(c) have an excellent command of written and spoken Chinese and English, with proficiency in Putonghua;
(d) possess a keen awareness of current affairs and policies, with a user-oriented and innovative mindset;
(e) have strong abilities in information collection, data analysis, synthesis and consolidation, and be adept at transforming complex information into professional and comprehensible texts and multimedia content;
(f) be proficient in using information technology and artificial intelligence tools, and be able to make effective use of technology to optimize workflows, enhance efficiency and improve work quality;
(g) be highly self-motivated and positive towards challenges and changes;
(h) have strong analytical, problem-solving, communication and supervisory skills;
(i) be mature in dealing with matters and people, capable of working independently and managing multiple tasks under pressure; and
(j) be willing to work beyond normal office hours and on holidays when needed.

The Secretariat may devise further criteria to assist in the shortlisting of applicants. Shortlisted applicants may be required to attend a written test.

Remuneration

The starting salary is $66,075 per month, increasing by five annual increments to $83,140, subject to satisfactory conduct and work performance. There is also a monthly cash allowance for the rank of Council Secretary (the current rate is $1,225 per month). Successful applicants will be appointed on three-year agreement terms subject to renewal upon satisfactory completion of service, at which the appointees will be eligible for an end-of-agreement gratuity. The gratuity, when added to the employer's contribution to a Mandatory Provident Fund Scheme, is equal to 15% of the total basic salary drawn during the agreement period. Fringe benefits include paid leave as well as medical and dental benefits.

Application

The Secretariat only accepts online applications for the above position. Applicants should apply online on or before 20 November 2026.[Note] Shortlisted applicants will be notified by email or by phone. All personal data provided will be treated in strict confidence. Applicants not invited for interview or written test within eight weeks from the closing date may assume their applications unsuccessful.

As an equal opportunities employer, The Legislative Council Commission is committed to ensuring that there is no discrimination in employment with the Secretariat. The post advertised is open to all applicants meeting the basic entry requirements irrespective of their disability, gender, marital status, pregnancy, age, family status, sexual orientation and race.

Note *Please note that the Secretariat has not authorized any employment agencies or third-party organizations to receive applications on behalf of the Secretariat.*