



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 provide efficient and professional secretariat, research and administrative support for the Legislative Council ("LegCo"), enhance community understanding of the activities of LegCo and ensure an effective avenue for redressing grievances of members of the public.

Main duties

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

- (a) providing secretariat and other support services for the conduct of meetings of LegCo and its committees, including drafting information papers and minutes of meetings;
- (b) co-ordinating parliamentary liaison activities between LegCo and other parliamentary organizations outside Hong Kong, as well as Members' meetings with visitors;
- (c) handling complaints under the Legislative Council Redress System;
- (d) providing administrative support (e.g. human resources management, corporate functions, accommodation matters, etc.) to the Secretariat; and
- (e) performing supervisory duties.

Entry requirements

Candidates should:

- (a) have a recognized university degree;
- (b) have at least six years' work experience in committee work, research work, complaints handling, translation, legal services, corporate services, human resources management, general administration or other relevant areas. Relevant experience in the HKSAR Government or public sector organizations will be a definite asset. Applicants with less than six years' relevant experience may also be considered and, if appointed, will be offered an appropriate salary point below the minimum point of the salary scale;
- (c) have excellent command of written and spoken Chinese and English;
- (d) possess strong communication, analytical and supervisory skills; and
- (e) be mature and be able to work independently and under pressure.

The Secretariat may devise further criteria to shortlist applicants. Shortlisted applicants may be required to attend a written test.

Remuneration

The starting salary is \$55,705 per month, increasing by five annual increments to \$70,090. There is also a monthly cash allowance for the rank of Council Secretary (the current rate is \$1,180 per month). The successful candidate will be appointed on three-year agreement terms subject to renewal upon satisfactory completion of service, at which the appointee 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

Applications should be sent to Human Resources Office, Legislative Council Secretariat, Legislative Council Complex, 1 Legislative Council Road, Central, Hong Kong on or before 5 November 2018. The position applied for should be indicated on the envelope, and an email address should also be provided in your application. 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.

(A standard application form may be downloaded from the Legislative Council Website (<http://www.legco.gov.hk>))

As an Equal Opportunities Employer, The Legislative Council Commission is committed to ensuring that there is no discrimination in employment with the Legislative Council Secretariat. The post advertised is open to all applicants meeting the basic entry requirements irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race. For more information on our policy on employment of persons with disabilities, please visit the Legislative Council Website.