



LEGISLATIVE COUNCIL SECRETARIAT

Archivist

The Legislative Council Secretariat ("the Secretariat") is looking for high calibre individuals for appointment as Archivist in its Archives of the Information Services Division. 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

The main duties of an Archivist include:

- (a) compiling records retention and disposal schedules and appraising records for preservation as archives;
- (b) arranging, describing and preserving archival records according to international standards and preparing suitable findings aids;
- (c) performing records access review and providing records access and reference services;
- (d) testing, implementing and maintaining information systems for the management and preservation of and access to archival records, including digital and born digital records;
- (e) assisting in research and implementation of policies, standards and best practices for the archives and records management programme of LegCo; and
- (f) providing advice, guidance, training on archives and records management.

Entry requirements

Candidates should:

- (a) have (i) a recognized Bachelor's degree, preferably in History, Political Science, Public Administration or Social Sciences; **and** (ii) a recognized Master's degree in Archives and Records Management; or a recognized postgraduate diploma in Archives and Records Management; or a recognized Master's degree, preferably in Information Management, Library Science or History, with specialization in Archives and Records Management;
- (b) have at least six years' professional work experience in archives and

records management, preferably three years of which in supervisory capacity. 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 sound knowledge and experience in records appraisal theory and practices; arrangement, description and accessioning of archival records; and records access and reference services; should be conversant with conducting historical research and using General International Standard Archival Description ("ISAD(G)") issued by the International Council on Archives;
- (d) have the ability to analyze, organize and interpret records and records systems including records captured and stored in electronic environment, and to solve practical archival or records management problems;
- (e) have excellent command of written and spoken Chinese and English languages; and
- (f) possess very good interpersonal, supervisory and time management skills.

Preference will be given to those who are familiar with common computer applications such as word processors, spreadsheet programmes and database management systems; and have hands-on experience in electronic records management, archival digitization and preservation. Work experience in archives or records management in public organizations will be a bonus.

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 Archivist (the current rate is \$1,155 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 4 July 2019. 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.