

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 objective of the Ordinance is to prohibit conduct that prevents, restricts or distorts competition, and to prohibit mergers that substantially lessen competition in Hong Kong. The scope of the application of the merger rule is limited to carrier licences issued under the Telecommunications Ordinance (Cap. 106).

The Competition Commission is seeking interested applicants to join its professional teams for the following positions:

Part-time Human Resources Assistant (6-month) (Ref: CC/PTHRA20200313)

Responsibilities

- To support the day to day HR functions and operations such as providing documentation support to HRIS and other logistics support on recruitment issues, etc.;
- To provide clerical and administrative support to the team including compiling reports, administering personnel records, managing files and records systems, etc.; and
- To assist in any ad-hoc duties as required.

Requirements

- Students pursuing a Degree in Human Resources Management, Management, Business Administration, Public Administration or related studies / Higher Diploma or above in Human Resources Management, Management, Business Administration, Public Administration or related studies; and 2 years' relevant experience;
- Level 2 or above in 5 subjects in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or Hong Kong Certificate of Education Examination (HKCEE); or equivalent;
- Proficient in Microsoft Word, Excel and PowerPoint;
- Good command of written English and Chinese;
- Good interpersonal and communication skill;
- Knowledge of Hong Kong Employment Ordinance or related legislation is required; and
- Hands-on experience in computerized HRIS will be an advantage.

Terms of Appointment

Appointment Period: 6 months

Working Hours: The job is of part-time nature and the working hours are less than 18 hours per week

Salary: HK\$80 per hour

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.

The closing date for application is **9 April 2020**.

Applications shall be made on the online application form available at the Competition Commission website above. The job reference number and job title should be clearly marked on the application form.

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. The Commission is an equal opportunities employer.