LEGISLATIVE COUNCIL SECRETARIAT

Council Secretary

The mission of the Legislative Council Secretariat is to provide efficient administrative, secretariat and research support for the Legislative Council, enhance community understanding of the activities of the Council and ensure an effective avenue for redress. The Secretariat is looking for high calibre individuals to fill the position of Council Secretary.

Main duties

The main duties of a Council Secretary include:

(a) providing secretariat and support services for the conduct of meetings of the Legislative Council and its committees, including drafting information papers and minutes of meetings;
(b) co-ordinating parliamentary liaison activities between the Legislative Council 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, building management, 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' working 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 of this position is $45,155 per month, increasing by 5 annual increments to $56,810 (to be adjusted to $47,280 and $59,485 respectively subject to the approval by the Legislative Council). A monthly cash allowance applicable to the rank of Council Secretary on the date of appointment (the current rate is $1,145 per month) is also payable. Successful candidates 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 together with 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 11 August 2014. 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 vacancies advertised are 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.