LEGISLATIVE COUNCIL SECRETARIAT

Senior Council Researcher and Council Researcher

The Legislative Council Secretariat ("the Secretariat") is looking for high calibre individuals to fill the posts of Senior Council Researcher and Council Researcher in its Information Services Division. Successful candidates will be appointed at the rank of Research Officer and Assistant Research Officer respectively. Under the supervision of the Legislative Council Commission, the Secretariat's mission is to provide efficient administrative, secretariat and research support for the Legislative Council, enhance public understanding of the activities of the Council and ensure an effective avenue for redress.

Main duties

The main duties of a Senior Council Researcher include:

(a) identifying the research needs of Legislative Council committees and Members, undertaking research and analysis of information, and preparing research publications;
(b) monitoring the development of major political, economic and social issues, and preparing and updating relevant research publications; and
(c) providing research and logistics support for Members' overseas duty visits and Members' meetings with visitors.

The main duties of a Council Researcher include:

(a) undertaking research assignments on specific policy areas;
(b) collecting and compiling data in a logical manner;
(c) performing data analysis;
(d) preparing research and library publications; and
(e) assisting in the development of electronic databases and the Legislative Council website.

Entry requirements

Candidates for both posts should:

(a) have a recognized university degree (preferably in economics, laws, public administration, political science, statistics or similar emphasis);
have relevant experience in independent research or related activities on a wide range of subject areas, preferably related to government policy research (at least nine years for Senior Council Researcher and six years for Council Researcher). Applicants with less relevant experience may also be considered for the posts and, if appointed, will be offered an appropriate salary point below the minimum point of the respective salary scale;

(c) have excellent command of written and spoken Chinese and English;
(d) possess good knowledge of current political, economic and social affairs;
(e) possess very good analytical, communication and supervisory skills; and
(f) have the ability 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**

<table>
<thead>
<tr>
<th>Post</th>
<th>Range of monthly salary</th>
<th>Monthly cash remuneration for new appointees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Council Researcher</td>
<td>$67,270 to $101,070</td>
<td>Monthly salary at $67,270 plus a cash allowance at a rate applicable to the post on the date of appointment (the current rate is $7,025 per month)</td>
</tr>
<tr>
<td>Council Researcher</td>
<td>$53,300 to $67,065</td>
<td>Monthly salary at $53,300 plus a cash allowance at a rate applicable to the post on the date of appointment (the current rate is $1,220 per month)</td>
</tr>
</tbody>
</table>

The 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 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 completed application form, together with a cover letter and a full curriculum vitae, should be sent to Human Resources Office, Legislative Council Secretariat, Legislative Council Complex, 1 Legislative Council Road, Central, Hong Kong on or before 18 December 2017. 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.