LEGISLATIVE COUNCIL SECRETARIAT

Senior Council Researcher

The Legislative Council Secretariat ("the Secretariat") is looking for high calibre individuals for appointment as Senior Council Researcher in its Research Office of the Information Services Division. Successful candidates will be appointed at the rank of Research Officer. 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, enhance community understanding of the activities of the Council and ensure an effective avenue for redressing grievances of members of the public.

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.

Entry requirements

Candidates should:

(a) have a recognized university degree (preferably in economics, laws, public administration, political science, statistics or similar emphasis);
(b) have at least nine years' relevant experience in independent research or related activities on a wide range of subject areas, preferably related to government policy research. Incremental credit may be granted to successful candidates with additional recognized relevant experience. Applicants with less than nine 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 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**

The starting salary is $67,270 per month, increasing by 10 annual increments to $101,070 (to be adjusted to $70,590 and 105,175 respectively subject to approval by the Legislative Council). There is also a monthly cash allowance for the post of Senior Council Researcher (the current rate is $7,360 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**

Please send your completed application form, full curriculum vitae and cover letter highlighting your research experience and major achievements in your career, and how they relate to the position that you are applying for.

Applications should be sent to Human Resources Office, Legislative Council Secretariat, Legislative Council Complex, 1 Legislative Council Road, Central, Hong Kong on or before 6 August 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](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.