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 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 a Senior Council Researcher include:

(a) identifying the research needs of LegCo 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 LegCo website.
**Entry requirements**

Candidates for both posts should:

(a) have a recognized university degree (preferably in economics, laws, public administration, political science, statistics, information management or similar emphasis);
(b) 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>
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<tbody>
<tr>
<td>Senior Council Researcher</td>
<td>$70,590 to $105,175</td>
<td>Monthly salary at $70,590 (to be adjusted to $74,515 subject to approval by LegCo) plus a cash allowance at a rate applicable to the post on the date of appointment (the current rate is $8,295 per month). Incremental credit may be granted to successful candidates with additional recognized relevant experience.</td>
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<tr>
<td>Council Researcher</td>
<td>$55,705 to $70,090</td>
<td>Monthly salary at $55,705 (to be adjusted to $58,635 subject to approval by LegCo) plus a cash allowance at a rate applicable to the post on the date of appointment (the current rate is $1,155 per month).</td>
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To be adjusted to $74,515 and $110,170 respectively subject to approval by LegCo.

To be adjusted to $58,635 and $73,775 respectively subject to approval by LegCo.

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

Please send your completed application form, full curriculum vitae and cover letter highlighting your research experience and major tasks that are related to the position that you are applying for.

Applications should be sent directly to Human Resources Office, Legislative Council Secretariat, Legislative Council Complex, 1 Legislative Council Road, Central, Hong Kong on or before 23 December 2019. Note 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.

Note Please note that the Secretariat has not authorized any employment agencies or third-party organizations to receive applications on behalf of the Secretariat.