



## LEGISLATIVE COUNCIL SECRETARIAT

### Senior Council Researcher

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 positions of Senior Council Researcher. Successful candidates will be appointed at the rank of Research Officer.

#### 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 have the following:

- (a) a recognized university degree (preferably with economics, laws, public administration, political science, statistics or similar emphasis);
- (b) 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. Applicants with less relevant experience may also be considered for the post of Senior Council Researcher (and, if appointed, will be offered an appropriate salary point below the minimum point of the salary scale) or Council Researcher <sup>[Note]</sup> as appropriate;
- (c) excellent command of written and spoken Chinese and English;
- (d) good knowledge of current political, economic and social affairs;
- (e) very good analytical, communication and supervisory skills; and
- (f) 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 \$65,740 per month, increasing by 10 annual increments to \$99,205. There is also a monthly cash allowance for the post of Senior Council Researcher (the current rate is \$6,055 per month). 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, including 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 30 September 2016. 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.

## Note

Successful candidates for the post of Council Researcher will be appointed at the rank of Assistant Research Officer. The starting salary is \$51,780 per month, increasing by five annual increments to \$65,150. There is also a monthly cash allowance for the post (the current rate is \$1,210 per month). A Council Researcher should have at least six years' relevant experience. Applicants with less than six

years' experience may also be considered and if appointed, will be offered an appropriate salary point below the minimum point of the salary scale for Council Researcher. 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.