



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 and Information Division. 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) undertaking research and analysis of information, and preparing research publications;
- (b) proactively identifying the research needs of LegCo committees and Members;
- (c) monitoring the development of major political, economic and social issues, and preparing and updating relevant research publications;
- (d) providing research and logistics support for Members’ outbound duty visits and Members’ meetings with visitors;
- (e) contributing to nurturing the professionalism of junior research staff; and
- (f) providing concrete suggestions on enhancing the quality of the publications of the Research and Information Division.

Entry requirements

Candidates should:

- (a) have a recognized university degree (preferably in economics, laws, public administration, political science, journalism, 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. Applicants with exceptional potential but 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 an 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;
- (f) have the ability to work independently and under pressure; and
- (g) be willing to work beyond normal office hours or on holidays when needed.

The Secretariat may devise further criteria to shortlist applicants. Shortlisted applicants may be required to attend a written test.

Remuneration

The starting salary is \$79,930 per month, increasing by 10 annual increments to \$116,165. There is also a monthly cash allowance for the post of Senior Council Researcher (the current rate is \$11,390 per month). Incremental credit may be granted to successful candidates with additional recognized relevant experience. 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 Secretariat only accepts online applications for the above position. Applicants should apply online at <https://www.legco.gov.hk/en/about-legco/career-opportunities.html> on or before 8 April 2024.^{Note} They are required to upload full curriculum vitae and cover letters in English highlighting their research experience and major achievements in their careers, and how they relate to the position that is being applied for. 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.

As an Equal Opportunities Employer, The Legislative Council Commission is committed to ensuring that there is no discrimination in employment with the Secretariat. The posts advertised are open to all applicants meeting the basic entry requirements irrespective of their disability, gender, 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 LegCo Website (<http://www.legco.gov.hk>).

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