



## **LEGISLATIVE COUNCIL SECRETARIAT**

### **Security Officer**

The Legislative Council Secretariat (“the Secretariat”) is looking for high calibre individuals for appointment as Security Officer in its Security Office of the Administration 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 Security Officer include:

- (a) assisting the Chief Security Officer in formulating and implementing policies, plans and guidelines on security matters;
- (b) supervising and training security teams in the provision of building and conference security services;
- (c) overseeing the day-to-day operation of the Security Office;
- (d) overseeing the physical security of the LegCo Complex, including the operation of the integrated security control systems, and the planning and implementation of security arrangements for events;
- (e) formulating and implementing training strategies and programmes for security staff; and
- (f) liaising with the Hong Kong Police Force and other emergency services regarding security matters in the LegCo Complex.

Appointees will be required to wear uniforms, and work shift duties and irregular hours to deal with operational matters and emergencies.

### **Entry requirements**

Candidates should:

- (a) possess good general education, preferably a recognized university degree;
- (b) have at least 10 years’ work experience in the Inspector/Officer grade of a disciplined force in Hong Kong, preferably with the Hong Kong Police Force, or have at least 10 years’ managerial level experience in security-related fields;

- (c) have a good command of written and spoken Chinese and English;
- (d) have substantial experience in formulating and implementing security operation plans as well as training strategies and programmes for security personnel;
- (e) possess very good analytical, communication and supervisory skills and be able to work independently and under pressure; and
- (f) be a holder of a valid Security Personnel Permit (Categories A and B) under the Security and Guarding Services Ordinance (Cap. 460).

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

### **Remuneration**

The starting salary is \$65,875 per month, increasing by one annual increment to \$68,940. There is also a monthly cash allowance for the rank of Security Officer (the current rate is \$1,120 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**

**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 25 March 2024.<sup>Note</sup> 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 post advertised is open to all applicants meeting the basic entry requirements irrespective of their disability, gender, marital status, pregnancy, age, family status, sexual orientation and race.

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