



LEGISLATIVE COUNCIL SECRETARIAT

Chief Public Information Officer and Public Information Officer

Under the supervision of The Legislative Council Commission, the Legislative Council 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.

The Media and Public Relations Division ("MPRD") of the Secretariat is responsible for external liaison. In addition to coordinating media and publicity-related matters, MPRD also provides education and visitor services. In view of the development and operational experience of LegCo in recent years, additional manpower is needed to enhance the services provided to LegCo and the public. In this regard, the Secretariat is currently looking for high calibre individuals for appointment as **Chief Public Information Officer** and **Public Information Officer**.

Main duties

The main duties of a **Chief Public Information Officer** include:

- (a) assisting Head (Media and Public Relations) ("H(MPR)") in supervising the daily operation and services of MPRD;
- (b) formulating corporate communication and media strategies as well as implementing relevant publicity programmes through various means for LegCo;
- (c) supervising and coordinating matters in relation to the Parliamentary Liaison Subcommittee of LegCo;
- (d) overseeing the development and implementation of the Council's education services, including the enhancement of education activities and facilities as well as the provision of learning and teaching resources for different stakeholders;
- (e) supervising the provision of services for visitors to the LegCo Complex, including the operation and management of the Souvenir Shop, guided tours and reception services in the Complex; and
- (f) undertaking other duties assigned by H(MPR).

The main duties of a **Public Information Officer** include:

- (a) providing secretariat support to the Parliamentary Liaison Subcommittee, including drafting press releases and promotional materials, handling the delegations' visits, preparing reports, hosting visiting delegations, etc.;

- (b) implementing publicity programmes through various means for LegCo;
- (c) liaising with the media and relevant stakeholders and handling media and public enquiries relating to Council business; and
- (d) undertaking other duties assigned by supervisors.

Staff in MPRD are subject to posting within the Division.

Entry requirements

Candidates for the post of **Chief Public Information Officer** should:

- (a) have a recognized university degree, preferably in communications, journalism, public relations, global studies, government and public administration, or equivalent;
- (b) have at least 15 years' work experience in corporate communication, public relations, journalism, public education, visitor services, publicity, or other relevant areas;
- (c) preferably have work experience in sizable or public organizations;
- (d) have good knowledge of the structure and operation of the HKSAR Government and the Legislature;
- (e) have an excellent command of written and spoken Chinese and English, and a good command of Putonghua;
- (f) possess an international perspective, excellent management, interpersonal and leadership skills, with the ability to work under pressure; and
- (g) be willing to work beyond normal office hours or on holidays when needed.

Candidates for the post of **Public Information Officer** should:

- (a) have a recognized university degree;
- (b) have at least six years' work experience in corporate communication, public relations, journalism, TV broadcasting, multimedia, public education, visitor services, or other relevant areas;
- (c) have an excellent command of written and spoken Chinese and English, preferably with a good command of Putonghua;
- (d) be team players with good communication and presentation skills, and be able to work independently and under pressure; and
- (e) 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

<u>Post</u>	<u>Range of monthly salary</u>	<u>Monthly cash remuneration for new appointees</u>
Chief Public Information Officer	\$123,980 to \$142,840 (4 annual increments)	Monthly salary at \$123,980 plus a cash allowance at a rate applicable to the post on the date of appointment (the current rate is \$12,300 per month).
Public Information Officer	\$62,895 to \$79,135 (5 annual increments)	Monthly salary at \$62,895 plus a cash allowance at a rate applicable to the post on the date of appointment (the current rate is \$1,190 per month).

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 positions. Applicants should apply online at <https://www.legco.gov.hk/en/about-legco/career-opportunities.html> on or before 15 July 2024.^{Note} 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.