

## Join Us to Protect Personal Data Privacy

The Office of the Privacy Commissioner for Personal Data, Hong Kong (PCPD), an independent regulatory body established to monitor, supervise, enforce and promote compliance with the Personal Data (Privacy) Ordinance, invites high calibre candidates who have a passion to serve Hong Kong to join the PCPD in its work.

### Assistant Personal Data Officer

#### Requirements

- a) A good Bachelor's Degree in a recognised university in Hong Kong or a university in a common law jurisdiction;
- b) A Level 2 result in the Use of English paper and a Level 2 result in the Use of Chinese paper in the Common Recruitment Examination, or preferably Grade "C" or above in Use of English in the Hong Kong Advanced Level Examination (HKALE), or Grade "5" or above in English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSE), or equivalent, or a minimum overall band score of 6.5 in the International English Language Testing System (IELTS) with the Writing Sub-test score not lower than 6; good command of written and spoken Chinese, preferably Grade "C" or above in HKALE, or Grade "5" or above in HKDSE, or equivalent; and
- c) A minimum of 2 years of work experience in research related work, policy formulation, international affairs, regulatory work or other relevant fields. Candidates with less experience with the right calibre will also be considered.

#### Expectations

- a) Positive, diligent and self-motivated with good inter-personal skills;
- b) Ability to conduct research on a variety of topics and excellent presentation skills in both written and oral English and Chinese;
- c) Work experience in regulatory bodies and/or the public sector would be an advantage; and
- d) Candidates with a background in technology, especially those familiar with emerging technologies and digital regulatory issues, would have an advantage.

## **Major Duties**

- a) To conduct research and produce briefs, papers or reports on policy and topical issues relating to personal data privacy protection (e.g. research on emerging technologies as well as national and overseas regulatory developments);
- b) To assist in preparing papers and materials and logistics arrangements for the PCPD's external speaking engagements, regional and international conferences, and meetings with stakeholders;
- c) To assist in drafting publications (including guidance materials) and articles on personal data privacy protection; and
- d) To assist in maintaining liaison with international counterparts, regulatory networks, and other stakeholders.

## **Remuneration Package**

The successful candidate will be rewarded with commensurate remuneration package with monthly salary ranging from \$36,850 to \$61,865. He or she will be appointed on 2 years' contract terms. In addition to a 5-day week, we provide annual leave, medical and dental insurance benefits, cash allowance and a gratuity on satisfactory completion of the contract which, when added to the employer's contribution to a Mandatory Provident Fund scheme, is up to 10% of the total basic salary for the contract period.

## Points to Note

### ***Close of Applications:***

21 June 2026 (Sunday)

### ***Application Procedures:***

Interested candidates may apply in confidence by 1) providing a detailed resume, 2) completing the job application form available on the PCPD's website ([https://www.pcpd.org.hk/english/about\\_pcpd/career/career.html](https://www.pcpd.org.hk/english/about_pcpd/career/career.html)), 3) providing a cover letter in English or Chinese, stating the candidate's suitability for the job, and 4) providing copies of results of public examinations, all of which should be sent to the Human Resources Section of the PCPD by email (email address: [hr@pcpd.org.hk](mailto:hr@pcpd.org.hk)).

Applications without all prescribed documents will not be considered.

Applicants who do not hear from us within six weeks from the date of the close of applications should consider their applications unsuccessful. All applications will be treated in strict confidence. Personal data provided will be used for recruitment purpose only and in accordance with the Code of Practice on Human Resource Management issued by the PCPD, which can be downloaded from the PCPD's website. In accordance with our data retention policy, the personal data of unsuccessful candidates collected for this recruitment exercise will be kept for 24 months from its completion and thereafter the data will be destroyed.

For enquiries, please call Ms Chan at 3423 6657.

**The PCPD is an Equal Opportunities Employer.**

[www.pcpd.org.hk](http://www.pcpd.org.hk)



個人資料私隱專員公署  
Office of the Privacy Commissioner  
for Personal Data  
中國香港 Hong Kong, China

