



## Join Us to Protect and Respect Personal Data

In one of the fastest growing industries rendering legal, business, technology and humanities career opportunities, the Privacy Commissioner for Personal Data, Hong Kong (PCPD), being an independent statutory regulatory body to enforce, educate and facilitate compliance with the Personal Data (Privacy) Ordinance, invites candidates who are intelligent, industrious, positive and have a passion to serve virtually every person and organisation in Hong Kong to join us to rise to the new challenges in protecting and respecting personal data privacy right in the digital age.

### Personal Data Assistant

#### Requirements

- a) A good bachelor's degree or above in any discipline from a Hong Kong university or equivalent;
- b) Excellent command of written and spoken English and Chinese language (please refer to the language requirements below); and
- c) Fresh first degree university graduates and final-year students may also apply.

#### English language requirements:

- (a) *Grade C or above in Use of English of the Hong Kong Advanced Level Examination (HKALE) OR*
- (b) *Grade C or above in English Language of the General Certificate of Education (GCE) Advanced Level OR*
- (c) *Level 5 or above in English Language of the Hong Kong Diploma of Secondary Education Examination (HKDSEE) OR*
- (d) *An overall band of 6.5 or above with no subtest score below band 6 obtained in the same sitting in the Academic Module of the International English Language Testing System (IELTS) within the two-year validity period. And the IELTS test result must be valid on any date during the application period OR*
- (e) *Level 2 in the Use of English paper of the Common Recruitment Exam (CRE).*

#### Chinese language requirements:

- (a) *Grade C or above in Chinese Language and Culture of the Hong Kong Advanced Level Examination (HKALE) OR*
- (b) *Grade C or above in Chinese Language and Literature of the Hong Kong Advanced Level Examination (HKALE) OR*
- (c) *Level 5 or above in Chinese Language of the Hong Kong Diploma of Secondary Education Examination (HKDSEE) OR*
- (d) *Level 2 in the Use of Chinese paper of the Common Recruitment Exam (CRE).*

## Duties

Personal Data Assistants will be responsible for handling enquiries and complaints made by members of the public, conducting research, compiling statistics / reports, assisting in preparing publications, educational and promotional materials, conducting training courses/ talks, and carrying out general administration work, depending on the division/ section to which they are deployed.

## Remuneration Package

The successful candidate will receive a monthly salary ranging from \$21,340 to \$31,750. He or she will be appointed on contract terms. The terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time of the offer of appointment. In addition to a 5-day week, we provide 14 days annual leave, medical, dental and life benefits and contribution to MPF.

### Points to Note

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

30 May 2020 (Saturday) at 11:59pm

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

Interested candidates should apply online in confidence by 1) providing a detailed resume, 2) completing the job application form available on 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)), and 3) providing a cover letter in English or Chinese, stating the reasons for suitability for the job, all of them should be sent to the Human Resources Section of the Privacy Commissioner for Personal Data 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 eight weeks from the date of the close of applications should consider their applications unsuccessful. All applications will be treated in the strictest confidence. Personal data provided will be used for the recruitment purpose only, and in accordance with the Code of Practice on Human Resource Management, which can be downloaded from 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 6 months from its completion and thereafter destroyed.

For enquiries, please call Ms. Wan at 3423 6657.

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

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

