



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.

Personal Data Assistant

Requirements

- a) A good Bachelor's Degree in a recognised university in Hong Kong or a university in a common law jurisdiction; and
- 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.

Expectations

- a) Positive, diligent and self-motivated with good inter-personal skills;
- b) Good presentation skills in both written and oral English and Chinese; and
- c) Work experience in regulatory bodies would be an advantage.

Major Duties

To handle enquiries and complaints made by members of the public, conduct compliance checks, inspections, researches, compile statistics / reports and carry out public communications work or general administrative work, including secretarial duties.

Remuneration Package

The successful candidate will be rewarded with commensurate remuneration package with monthly salary ranging from \$23,585 to \$35,080. He or she will be appointed on 2 years' contract terms. In addition to 5-day week, we provide annual leave, medical and dental insurance benefits and contribution to Mandatory Provident Fund.

Points to Note

Close of Applications:

6 July 2025 (Sunday)

Application Procedures:

Interested candidates may apply 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), 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).

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

