

## **Independent Police Complaints Council**

The Independent Police Complaints Council (IPCC) is an independent body established under the IPCC Ordinance (Cap. 604). Its main functions are to observe, monitor and review the handling and investigation of reportable complaints by the Police and to make recommendation in respect of the handling or investigation of such complaints. Applications are now invited for the following position:

### **Deputy Secretary-General (Management)**

#### **Entry Requirements**

- (a) A bachelor's degree from a Hong Kong university, or equivalent;
- (b) At least 15 years' managerial or public administration experience, including not less than 10 years in senior positions. Previous experience in the Government or public bodies and knowledge of government operations and procedures an advantage;
- (c) Well-versed in corporate administration, including corporate governance, human resources and finance management, public relations, information technology, office administration, secretariat support etc.
- (d) Strong language and communication skills with excellent command of written and spoken Chinese and English; and
- (e) Strong leadership, analytical and interpersonal skills, and the ability to work independently under pressure.

#### **Main Duties**

- (a) To assist the Secretary-General in stakeholder management and the overall administration of the Secretariat;
- (b) To oversee and implement initiatives on general administration, accounting and finance, human resources management, information technology, and promotion and publicity matters;
- (c) To review, devise and implement strategies, policies and plans to strengthen the Secretariat;
- (d) To provide secretariat support to the Council and its committees and liaise with the Complaints Against Police Office and other relevant bodies in furtherance of IPCC's statutory functions; and
- (e) To perform other duties as assigned.

## **Remuneration and Benefits**

The remuneration includes a basic salary at HK\$127,700 per month plus a monthly allowance at 15% of basic salary. Other fringe benefits include paid leave and medical and dental insurance. The appointment will normally be on contract terms for 3 years. Upon satisfactory completion of contract, the appointee will receive a gratuity (which includes the employer's contribution to a Mandatory Provident Fund Scheme) at 15% of the total basic salary received during the contract period.

## **Applications**

Application forms should be downloaded from IPCC's website (<http://www.ipcc.gov.hk>). Completed forms should be sent to **Human Resources Unit, Independent Police Complaints Council, Rooms 1006-10, 10/F, China Resources Building, 26 Harbour Road, Wanchai, Hong Kong** on or before **13 December 2024** with the position applied for clearly marked on the envelope. Candidates should attach photocopies of the certificates of academic/professional qualifications, proof of employment records and curriculum vitae to the application form. Late applications or applications with insufficient postage will not be considered. Alternatively, candidates may submit completed application forms and the required documents via e-mail to [recruit@ipcc.gov.hk](mailto:recruit@ipcc.gov.hk) by the aforesaid closing date. All personal data provided will be treated in the strictest confidence. Candidates who are not invited for interview within 8 weeks from the closing date may assume their applications unsuccessful.

IPCC is an Equal Opportunities Employer.