

**Recruitment of Judicial Assistant (Court of Final Appeal)**

**Post: Judicial Assistant (Court of Final Appeal)**

**Salary:** \$70,600 per month

**Entry Requirements:**

- (a) Applicants should possess a Law Degree with Second Class Honours in the upper division or above, or the equivalent, and a Postgraduate Certificate in Laws (“PCLL”). Applicants who will have obtained a PCLL by summer 2023<sup>1</sup> may also apply. They should also be about to embark on pupillage or traineeship, or be in the course of or have completed the same, but generally should not have more than two years’ post-qualification experience. It may be noted that greater flexibility has been introduced by making candidates eligible before obtaining a PCLL; and before completion of pupillage or a traineeship.
- (b) Proficiency in Chinese would be a clear asset.
- (c) Applicants must be permanent residents of the Hong Kong Special Administrative Region.

**Duties:** To provide assistance to appellate judges in the Court of Final Appeal in researching points of law, analysing and writing memoranda on appeals and leave applications, preparing memoranda on legal points, assisting with other work of the court, including the preparation of press summaries and fact summaries of appeals, as well as the preparation of notes relating to judges’ external speaking engagements and participation in legal conferences. Judicial Assistants may also be required to upload and maintain content published on the court’s website and to assist in preparing case bulletins and publications in relation to judicial education.

**Terms of Appointment:** Successful candidates will be appointed on non-civil service contract terms for 12 months. However, some flexibility may be permitted in respect of candidates who are completing or wish to commence post-graduate studies or who may have other similar reasonable grounds for a shorter duration of appointment.

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<sup>1</sup> Applicants who will have obtained a PCLL by summer 2023, if selected, will be appointed subject to their production of documentary proof of their certificate of PCLL.

**Working hours:** 44 hours per week occasionally involving irregular hours.

**Fringe Benefits:** The appointee will be subject to the provisions of the Mandatory Provident Fund ("MPF") Schemes Ordinance and will be required to make employee's contribution to an MPF Scheme. A gratuity may be granted upon satisfactory completion of the full contract period. Such gratuity plus any contribution made by the Government to an MPF Scheme in respect of an appointee as required by the MPF Schemes Ordinance, will be equal to 10% of the total basic salary drawn during the contract period. Other fringe benefits, where appropriate, will be granted in line with the provisions of the Employment Ordinance.

### **How to Apply:**

Application forms are available at the Information Counter on the ground floor of the High Court Building or from the General Offices of the District Court, Lands Tribunal, Labour Tribunal, Small Claims Tribunal and Magistrates' Courts. The form can also be downloaded from the Judiciary's website at [https://www.judiciary.hk/en/other\\_information/recruit\\_ad.html](https://www.judiciary.hk/en/other_information/recruit_ad.html). The position will also be posted on the GovHK at <https://www.gov.hk>. Completed application forms should reach the Corporate Services Division of the Judiciary Administration, 3/F, High Block, Queensway Government Offices, 66 Queensway, Hong Kong **not later than 3 April 2023**. Please specify on the envelope 'Application for Judicial Assistant (Court of Final Appeal)'. Candidates should state clearly in their application forms the nature of work and their working experience in the relevant field.

Candidates should also provide the name and contact details (i.e. e-mail address/correspondence address and telephone number) of one or two referees. The referee(s) named should be able to comment at first hand on the candidates' abilities as a lawyer/trainee lawyer and other matters relevant to the post of Judicial Assistant (Court of Final Appeal). **(Note: Applications which are incomplete, late, not duly signed or without copies of required documents will not be considered.)** Applicants who are not invited for interview within three months from the closing date may assume that their applications are unsuccessful.

**Enquiry Address and Telephone:**

Corporate Services Division of the Judiciary Administration, 3/F, High Block, Queensway Government Offices, 66 Queensway, Hong Kong. (For enquiries: 2867 2200)

**Closing Date for Application: 3 April 2023**

**General Notes:**

1. As an Equal Opportunities employer, the Judiciary is committed to eliminating discrimination in employment. The vacancy advertised is open to all applicants meeting the basic entry requirements irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.
2. Non-civil service contract positions are not posts on the civil service establishment. Candidates appointed are not on civil service terms of appointment and conditions of service. They are not eligible for posting, promotion or transfer to any posts in the Judiciary and the Civil Service. Nor are they eligible for civil service medical and dental benefits.
3. The entry pay, terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.
4. Where a large number of candidates meet the specified entry requirements, the Judiciary may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend the selection interview.
5. It is the Judiciary's policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements, he/she will be invited to attend the selection interview without being subject to any further shortlisting. Candidates who have declared disabilities found suitable for appointment may be given an appropriate degree of preference over other candidates whose suitability for appointment is considered comparable to that of the former. The Judiciary's policy and other related measures on employment of persons with disabilities are set out in the booklet "Employ People Based on Their Abilities – Application for Government Jobs by Persons with Disabilities" which is available for reference on the Civil Service Bureau's website at <https://www.csb.gov.hk> under "Administration of the Civil Service – Appointments".

6. Holders of academic qualifications other than those obtained from Hong Kong institutions/Hong Kong Examinations and Assessment Authority may also apply but their qualifications will be subject to assessments on equivalence with the required entry qualifications. They should submit copies of their official transcripts and certificates by mail to the above enquiry address.
7. Personal data provided by job applicants will be used strictly in accordance with the Judiciary's personal data policies. For correction of or access to the data after submission of applications, please write to the Senior Judiciary Executive (Judges and Judicial Officers) 3 at 3/F, High Block, Queensway Government Offices, 66 Queensway, Hong Kong.