



THE DUTY LAWYER SERVICE

Applications are invited for the following post:

ADMINISTRATOR

Responsibilities

As head of the Duty Lawyer Scheme, the Free Legal Advice Scheme, the Tel-Law Scheme, the Care or Protection Scheme and the Legal Assistance Scheme for Non-refoulement Claimants, the Administrator is accountable to the Duty Lawyer Service Council and is responsible for:-

- (1) the overall operation and control of the above Schemes' services;
- (2) advising on all legal matters;
- (3) the financial control of the above Schemes;
- (4) liaison with the Judiciary and heads of various Government departments;
- (5) formulation of policy and internal regulations.

Qualifications

Qualified Barrister or Solicitor with at least ten years active practice including criminal law experience. Experience as a Duty Lawyer will be an advantage.

Salary

- (1) Salary will start at HK\$159,150 per month (Point 1 of Directorate Pay Scale) plus housing allowance at HK\$37,750 eligible for a maximum of 120 months.
- (2) Fringe benefits include Contributory Provident Fund, Medical Insurance (covering dependents as well) and 22 days paid leave per annum.

Remarks

- (1) Applicants must be permanent residents of the Hong Kong Special Administrative Region.
- (2) Applicants must be bilingual, proficient in both spoken and written Chinese and English.
- (3) Appointment will be made on fixed term contract basis, renewable subject to satisfactory performance and other conditions.

Closing Date

The deadline for the application with **full resume and return address** to reach **the Administrator, The Duty Lawyer Service, Suites 808-809 Harcourt House, 39 Gloucester Road, Wanchai, Hong Kong** is at **5:00 pm on 31st May 2024**. Any late submission will not be considered. Selected applicants may receive an interview invitation by post and expect to have an **interview in June 2024**. The employment will **commence in August 2024**. **(Online application will not be considered. Please apply By Post.)**

Personal data collected will be used for appointment and employment-related purpose only.

Data on unsuccessful candidates is normally destroyed within 6 months after rejection of application.

Requests for references may be sought from or inquiries may be made of employers named by you. If you object to such requests or inquiries being made, you should make this clear in your application.

The Duty Lawyer Service has no obligation to inform unsuccessful candidates of the reason for their applications not being successful.