

Recruitment of Contract Marshal

Post: Contract Marshal

Salary: \$40,000 per month

Entry Requirements:

- (a) Applicants should possess a Law Degree with at least Second Class Honours, or the equivalent, and a Postgraduate Certificate in Laws (“PCLL”). Applicants who will have obtained a PCLL by summer 2025¹ may also apply. They should 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 one year’s post-qualification experience at the time of the application. 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; and
- (c) Applicants must be permanent residents of the Hong Kong Special Administrative Region.

Duties: The successful candidate will be assigned to work under the supervision of a judge in the Court of First Instance of the High Court for at least 3 months. The core responsibilities and tasks include undertake legal research work, prepare notes, memoranda and other written materials at the direction of the judge, undertake editing and proof-reading of draft judgments or other writing at the request of the judge, and assist in the preparation of press summaries and fact summaries of cases, as well as the preparation of notes and materials for the judge’s external engagements including legal seminars, lectures and conferences.

Terms of Appointment: Successful candidates will be appointed on non-civil service contract terms for **3 months** and the term may be renewable up to an accumulative period of **not more than 12 months** at the Judiciary’s discretion.

¹ Applicants who will have obtained a PCLL by summer 2025, if selected, will be appointed subject to their production of documentary proof of their certificate of PCLL.

Working hours: On a full-time basis for 44 hours per week (inclusive of meal break) and occasionally involving irregular hours.

Fringe Benefits: The appointee will be subject to the provisions of the Mandatory Provident Fund (“MPF”) Schemes Ordinance. No gratuity will be granted irrespective of the length of service. Other benefits such as rest days, statutory holidays (or substituted holidays), annual leave, maternity leave, paternity leave and sickness allowance, where appropriate, will be granted in line with the Employment Ordinance (Cap. 57).

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. 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 26 May 2025**. Please specify on the envelope ‘Application for Contract Marshal’. The postmark date on the envelope will be regarded as the application submission date. Candidates should state clearly in their application forms the nature of work and their working experience in the relevant field.

Candidates should also provide at least one academic reference and one reference from his/her pupil master or supervising partner (past or future) in support of the application. The name and contact details (i.e. e-mail address/correspondence address and telephone number) of the referees should be provided. The referee(s) named should be able to comment at first hand on the candidates’ abilities as a counsel/trainee and other matters relevant to the post of Contract Marshal. **(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.

Contact Address and Telephone:

Corporate Services Division of the Judiciary Administration, 3/F, High Block, Queensway Government Offices, 66 Queensway, Hong Kong. (For enquiries: 2867 2248)

Closing Date for Application: 26 May 2025

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. Applicants should submit copies of their official transcripts and certificates by mail to the above contact address, no matter they are holding academic and/or professional qualifications obtained from local institutions or professional bodies or those outside Hong Kong.

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) 1 at 3/F, High Block, Queensway Government Offices, 66 Queensway, Hong Kong.