



香港存款保障委員會
HONG KONG DEPOSIT
PROTECTION BOARD

The Hong Kong Deposit Protection Board (the Board) is an independent statutory body established under the Deposit Protection Scheme Ordinance (the Ordinance) to oversee the operation of the Deposit Protection Scheme (DPS) for the protection of depositors and contribution to the stability of the Hong Kong's banking system. The Board's mission is to maintain an efficient and effective DPS in accordance with the Ordinance and in line with international best practice.

The Board now has the following opportunity for high-calibre candidates to join us:

Project Assistant (Publicity & Scheme Development)

Key Responsibilities

The successful candidate will mainly assist the Hong Kong Deposit Protection Board (the Board) in carrying out various publicity and scheme development projects and tasks including:

- Organising and implementing publicity and community outreach programmes for promoting the awareness and understanding of the Deposit Protection Scheme (DPS)
- Handling the public enquiry hotline, media events and publication tasks
- Providing research support in relation to the latest developments of international deposit protection practices and the local banking industry for improving the effectiveness and efficiency of the DPS
- Monitoring banks' compliance with the regulatory requirements
- Conducting rehearsals or simulation tests to ensure the payout readiness of banks and the Board's payout agents
- Performing management accounting and budgeting tasks, and providing administrative support to the day-to-day operation

Qualifications and Experience Requirements

- Five subjects, including Chinese Language and English Language ("Syllabus B" before 2007), at Level 2 / Grade E or above in the Hong Kong Certificate of Education Examination, or at Level 2 or equivalent or above in the Hong Kong Diploma of Secondary Education Examination. University degree an advantage
- Experience in handling public enquiries, organising and implementing publicity and community outreach programmes, or providing office administrative support preferred
- Good organisational and communication skills
- Good command of both written and spoken English and Chinese. Proficiency in Putonghua an advantage
- Conversant with Microsoft Office and Chinese typing. Competence in graphic design, social media management, and photo and video editing a plus

Remuneration Package

- The successful candidate will be appointed on fixed contract terms.
- A competitive remuneration package will be offered.
- Fringe benefits include medical and dental benefits, paid annual leave and contract-end gratuity.

Application

You may submit the application form (available at the Board's website <http://www.dps.org.hk>) via one of the following channels:

1. By Email: **career@dps.org.hk**
2. By Mail:

Recruitment Officer
Hong Kong Deposit Protection Board
55/F, Two International Finance Centre
8 Finance Street, Central, Hong Kong

Copies of transcripts with a full resumé and duly completed application form (available at the Board's website <https://www.dps.org.hk>) should be attached to the application. Please mark your correspondence address and the position applied on the envelope.

Deadline for application: **19 October 2024**. Applicants not invited to interview within **three months** from the close of application may consider their applications unsuccessful.

Personal data provided by applicants will be used strictly in accordance with our personal data policies, a copy of which will be provided upon request. You may contact the Recruitment Officer at the above address.

The Board is an equal opportunities employer.