

The Estate Agents Authority (EAA) is a statutory organization set up under the Estate Agents Ordinance to regulate estate agents and salespersons, and to enhance the standard of service of the trade. Applications are invited for the following position:

LEGAL COUNSEL
(Legal Services & Examination)

Key Responsibilities

Reporting to the Director of Regulatory Affairs and General Counsel, the incumbent will:

- head and supervise the Legal Services and Examination Section
- provide legal advice on the interpretation of the Estate Agents Ordinance and the law relating to conveyancing, tenancy, agency and disciplinary proceedings, and other legal advice as and when needed by the EAA
- formulate practice circulars and deliver seminars for estate agency practitioners
- scrutinize and develop qualifying examination questions
- conduct research on legal issues
- review and advise on documents, publications, public and media enquiries
- perform the role of Secretary to the Disciplinary Committee and the Practice & Examination Committee of the EAA and draft Committee papers
- perform other duties as assigned by the senior management

Requirements

- A qualified solicitor or barrister with at least 7 years of post-qualification experience in the practice of Hong Kong law, with 5 years at managerial level
- Solid experience in related areas such as property, litigation and disciplinary proceedings
- Strong communication, problem-solving, analytical and drafting skills
- Meticulous and logical, able to work independently and as a team player with management staff and a team leader to coach subordinates
- Excellent command of written and spoken English and Chinese (fluency in Putonghua is an advantage)

Terms of Appointment

Competitive remuneration package commensurate with the selected candidate's qualifications and experience will be offered. The appointee will initially be offered a 3-year contract, subject to renewal upon satisfactory performance and the service needs of the EAA.

Application Procedure

*Applications with full resume indicating your current and expected salaries and your public examination results should be sent to: Human Resources Section, Estate Agents Authority, Room 4801, 48/F, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong or via email at hr@eaa.org.hk not later than **1 November 2019**. Please mark "Private and Confidential" on the envelope.*

Candidates who are not invited to attend an interview within 6 weeks from the closing date may assume their applications unsuccessful. Applications may be considered for other suitable positions within the Authority. All applications will be treated in strict confidence. Personal data provided in the applications will only be used for recruitment-related purposes. All information on non-shortlisted applicants will be destroyed after 6 months.

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