

The Estate Agents Authority 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:

**OFFICER**  
*(Disciplinary Proceedings)*

**Key Responsibilities**

- Review case files and prepare case papers (such as, statements and particulars of allegations, brief facts) for submission to the Preliminary Scrutiny Panel under the Disciplinary Committee to facilitate the efficient scrutiny by the Preliminary Scrutiny Panel of disciplinary cases
- Prepare hearing bundles for inquiry hearings and act as the presenter to present document-based cases to the Disciplinary Committee at inquiry hearings
- Provide advice on evidence to facilitate investigation of disciplinary cases and case merits to assist the decision making by the Chief Executive Officer, the Director of Regulatory Affairs & General Counsel and Legal Counsel on whether New Scheme for disciplinary cases and/or document-based inquiry hearings should be recommended to the Disciplinary Committee

**Requirements**

- A recognized university degree, preferably in Law
- At least 2 years' relevant experience
- Good command of both written and spoken English and Chinese (*Preferably attained Grade "C" or above in English Language (Syllabus B) and Chinese Language in HKCEE, or Level 4 or above in HKDSE, or equivalent*)
- Good analytical, organizational and communication skills
- Fluency in Putonghua preferred

**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 Authority.

**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](mailto: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.*

**WE ARE AN EQUAL  
OPPORTUNITIES EMPLOYER**

