

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:

Manager (Legal Services)
(Ref No.: EAA-2024/07)

Key Responsibilities

Reporting to the Director of Regulatory Affairs & General Counsel and the Legal Counsel (Legal Services & Examination), the incumbent is required to:

- Supervise the work in relation to inquiry hearings and manage the daily operation of the Legal Services Team to ensure that all inquiry hearings are administered in an efficient, smooth and fair manner, and the relevant rules and directions of the Disciplinary Committee are strictly observed
- Sit in during inquiry hearings to provide advice to Members of the Inquiry Hearing Panel as and when needed
- Provide legal support with respect to the legal services work of the EAA Administration, such as conducting legal research and advising on documents, publications and replies to public enquiries
- Formulate and review rules, policies and procedures relating to inquiry hearings and monitor the performance of team members
- Perform the role of Secretary to the Disciplinary Committee
- Perform any other duties as assigned by supervisors and senior management

Requirements

- A recognized law degree
- A qualified solicitor or barrister with at least 3 years of post-qualification experience in the practice of Hong Kong law, preferably in litigation, and with solid management / supervisory experience
- Good understanding of the real estate market practices and knowledge of disciplinary proceedings matters are definite advantages
- Experience in heading a team and coaching different levels of team members
- Strong communication, problem-solving and analytical skills; possess an inquisitorial mindset and ability to work independently
- Excellent command of written and spoken English and Chinese
- Mature with good leadership and interpersonal skills and a team player

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, 7/F, E-Trade Plaza, 24 Lee Chung Street, Chaiwan, Hong Kong or by email to hr@eaa.org.hk not later than **16 May 2024**. Candidates who have already responded to our previous advertisement of the same post within the past 6 months need not re-apply. Please mark "Private and Confidential" on the envelope and quote the post applied for and its reference number 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**

