

The Guardianship Board (the Board) is a statutory body in the Hong Kong Special Administrative Region established under Part IVB of Mental Health Ordinance, Cap. 136. Its central statutory role is to conduct hearings to consider applications for guardianship orders for mentally incapacitated persons (MIPs) aged 18 years and over. Hearings of applications and reviews of guardianship orders are conducted throughout the year. More information about the Board's operations is available on our website www.adultguardianship.org.hk. The Board invites high calibre candidates to apply for the following position.

Senior Legal Counsel

Duties

- (a) To **assist the Chairperson of the Board (Chairperson)**: -
- ◆ to handle matters relating to the guardianship of MIPs;
 - ◆ to conduct legal research and to produce opinions and analysis;
 - ◆ to enhance the efficient operation of the Board Secretariat;
 - ◆ to promote understanding of the Board's work and the guardianship provisions of the Mental Health Ordinance;
 - ◆ to perform such other functions as required under the Mental Health Ordinance or other legislation;
- (b) To **attend hearings and assist in preparing the Board's decisions** in relation to guardianship applications and reviews governed by the Mental Health Ordinance, as assigned by the Chairperson; and
- (c) To perform other duties as may be directed.

Entry Requirements

Candidates should be/have: -

- (a) a Bachelor's Degree in law from a university in Hong Kong or equivalent or higher qualifications;
- (b) a barrister or solicitor within the meaning of the Legal Practitioners Ordinance (Cap. 159);
- (c) at least eight years' post qualification experience in relevant fields in positions with recognized responsibilities;
- (d) proven capability to work under pressure and with minimum supervision;
- (e) good inter-personal and communication skills and empathy, with strength in dealing with difficult situations and in resolving conflicts;
- (f) good command of spoken and written Chinese and English; and
- (g) permanent Hong Kong residence.

It would be advantageous to possess experience of handling other applications under the Mental Health Ordinance or of working with MIPs and their families or solid experience of working in public service or in-house positions.

Package

- (a) Starting salary of \$127,700 per month;
- (b) The successful candidate will be appointed on two-year agreement terms;
- (c) An end of term gratuity of 15% of the basic salary upon satisfactory completion of the full contract period with consistently high standard of performance and conduct;
- (d) Fringe benefits include annual leave, medical and dental benefits, etc.

Starting Date

The starting date is 2 January 2025 or such later date to be mutually agreed.

Application Procedure

- (a) Please send your application letter by hand or by post, to Guardianship Board, Unit 807, 8/F, Hong Kong Pacific Centre, 28 Hankow Road, Tsimshatsui, Hong Kong (Enquiry Telephone number: 2369 1999) **not later than 14 October 2024**, with the envelope clearly marked with “**Confidential: Employment Application**”. The postmark date on the envelope will be regarded as the date of submission of application. Please ensure that mail items bear sufficient postage before posting. Any mail items bearing insufficient postage will not be accepted and the sender will not be notified.
- (b) The application should include a cover letter of at least one page describing the reason for your interest in the position and your relevant experience, your full curriculum vitae and expected available date.
- (c) Candidates may be invited to attend an interview and to take a written test. Shortlisted candidates should normally receive an invitation about four to six weeks from the closing date of the application.

General Note

- (a) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.
- (b) As an Equal Opportunities Employer, the Board 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.
- (c) The 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.
- (d) All applications will be handled in strict confidence. Personal data provided from applicants will only be used for recruitment related purposes. Personal data of unsuccessful applicants will be destroyed within 24 months of completion of the whole recruitment process, namely from the date a candidate is appointed to the relevant position.