

The Guardianship Board (the Board) is a statutory body in the Hong Kong Special Administrative Region established under Part IVB of the Mental Health Ordinance, Cap. 136. Its central statutory role is to conduct hearings to consider applications for guardianship orders for adult mentally incapacitated persons and to review guardianship orders periodically. 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.

Secretary to the Board

Duties

- (a) Acting as the Secretary to the Board envisaged under the Mental Health Ordinance (Cap. 136) and its subsidiary legislation which include, inter alia, processing applications, issuing notices and making hearing arrangements;
- (b) Managing the Board's hearing schedules and related operations in compliance with the Board's procedures and maintaining the Board's file records;
- (c) Assisting the Board to prepare hearing materials, make arrangements for translation and interpretation, check drafts and issue certified records, and to administer oaths and affirmation, where applicable;
- (d) Keeping accurate statistics of applications and hearings and their trends and preparing timely reports to assist the Chairperson in planning;
- (e) Handling public enquiries and website development regarding guardianship and related matters; and
- (f) Performing any other duties as reasonably assigned by the Chairperson.

Minimum Entry Requirements

Candidates should be/have: -

- (a)
 - (i) Level 3 or equivalent or above in five subjects in the Hong Kong Diploma of Secondary Education Examination (HKDSEE), or equivalent; or
 - (ii) Grade E or above in two subjects at Advanced Level in the Hong Kong Advanced Level Examination and Level 3 / Grade C or above in three other subjects in the Hong Kong Certificate of Education Examination (HKCEE), or equivalent;
- (b) met the language proficiency requirements of Level 3 or above in Chinese Language and English Language in HKDSEE or HKCEE, or equivalent, and fluent in spoken Cantonese, Putonghua and English;
- (c) at least five years' relevant legal, administrative or social work experience; and
- (d) good inter-personal and communication skills and empathy.

Package

- (a) Starting salary of HK\$24,060 per month;
- (b) The successful candidate will be appointed on a term of two-years;
- (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; and
- (d) Staff benefits include annual leave, medical and dental benefits, etc.

Starting Date

The starting date is 4 January 2027 or such date to be mutually agreed.

Application Procedure

- (a) Please send your application 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 10 November 2026**, 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. Shortlisted candidates should normally receive an invitation about two to four 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.