



Financial Services Development Council

The Financial Services Development Council ("FSDC") was established by the HKSAR Government in January 2013 as a high-level, cross-sectoral advisory body for Hong Kong's financial services industry. The FSDC engages the industry and formulates proposals to promote its further development and map out the strategic direction for developing Hong Kong as an international financial centre.

Assistant Manager (Policy Research) Ref: AM (PR)

Key Responsibilities:

1. To collect data and assist in conducting in-depth policy research and studies in relation to economic and financial market developments as well as human capital development;
2. Tap on different sources to maintain and update economic and financial database for the Policy Research team and generate data insights when necessary;
3. To assist in preparation of project plans, policy research papers, reports, speeches, presentation materials and briefing materials;
4. To work closely with internal and external parties on research projects; to provide logistic support in organizing conferences and workshops as necessary;
5. To provide administrative support to the Board of Directors, Committees and working groups on various policy issues and work initiatives of the FSDC; and
6. To perform any other duties as and when required.

Requirements:

1. Bachelor's degree or equivalent, preferably in finance, economics or related disciplines;
2. Preferably with 3 years' post-qualification experience in the financial services industry, with experiences in economic or financial market research and data analysis;
3. Meticulous and responsible with strong data analytical skills;
4. Keen interest and knowledge of the financial market;
5. Good writing and editorial skills in English and Chinese;
6. Fluent command of both spoken English and Chinese; good command of Putonghua;
7. Proficiency in computer knowledge and skills, including MS Office and Chinese word processing. Sound knowledge of economic and financial databases and analytical tools, such as Bloomberg and CEIC, is preferred; and
8. Ability to work effectively on multiple projects and to perform well under pressure to meet deadlines.

* Shortlisted candidates will be invited to participate in a written and a data related technical assessment.

Terms of Appointment & Package

A competitive remuneration package will be offered to the successful candidate. Fringe benefits include paid leave, medical insurance and MPF.

How to Apply

Interested candidates please send, in **not more than four pages altogether**, a letter of application and a curriculum vitae setting out the details of qualifications, previous work experience, current and expected salary **by email to recruitment@fsdc.org.hk on or before 7 May 2024**. Applicants not invited for an interview within 8 weeks from the closing date may consider their applications unsuccessful. For enquiries, please call 2493 1313.

All applications will be handled in strict confidence and the information collected will only be used for recruitment related purposes. All information on unsuccessful candidates will be destroyed after 6 months from the close of application.