

U.S. Mission Hong Kong

Announcement Number: Hong Kong-2020-010

Position Title: Legal Advisor

Opening Period: March 27, 2020 – April 10, 2020

Series/Grade: LE-1905-10

Salary: (HKD) 455,940 p.a. - (HKD) 706,712 p.a.

For More Info: Please email: hrohongkong@state.gov

Who May Apply: For USEFM – FS is FP-5 (step 5 through 14) (Actual FS salary determined by Washington D.C.) or FSN Salary Grade 10.

All Interested Applicants / All Sources

Security Clearance Required: Local Security Certification

Duration Appointment: Indefinite, subject to successful completion of probationary period

Marketing Statement: We encourage you to read and understand the [Eight \(8\) Qualities of Overseas Employees](#) (PDF 127 KB) before you apply.

Summary: The U.S. Mission in Hong Kong is seeking eligible and qualified applicants for the position of Legal Advisor.

The work schedule for this position is:

- Full Time (40 hours per week)

Start date: Candidate must be able to begin working within a reasonable period of time (four weeks) of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: No

Duties: The position is Legal Program Advisor (LPA) for the U.S. Department of Justice International Computer Hacking and Intellectual Property (ICHIP) Attorney-Advisor for Asia based in Hong Kong S.A.R., China, with responsibilities throughout East, Southeast and South Asia. The LPA's role is to develop and administer technical and developmental assistance designed to enhance the capabilities of foreign justice sector institutions and law enforcement to prevent and combat intellectual property (IP) offenses. The core function of the LPA position is to assist and advise the ICHIP on policy, law enforcement and legal matters, as well as to determine, prepare and implement proposals and strategies for the ICHIP's activities, objectives and goals in the region. Responsibilities also include assisting the ICHIP to increase investigations and prosecutions of criminal copyright infringement, trafficking in counterfeit goods and theft of trade secrets in the region by mentoring and training prosecutors, police and judges, with the assistance of right-holders and private industry.

Qualifications and Evaluations

EDUCATION: A Bachelor's Degree in Law is required.

Requirements:

EXPERIENCE: A minimum of 5 years of experience in legal and/or government work, especially relating to intellectual property rights (IPR) and computer crime is required.

JOB KNOWLEDGE: Familiarity with the resources available to conduct research as needed on the judicial systems and relevant legislation for countries in the region, including codes of criminal law and procedure, especially in the area of intellectual property; prior experience in legal research, especially electronic research tools (e.g., Lexis, Westlaw); broad knowledge of the region's political and legal leaders and key political, governmental, and law enforcement institutions and hierarchies extremely helpful.

Evaluations:

LANGUAGE: Level IV (Fluent) speaking, reading and writing in English

SKILLS AND ABILITIES: Strong legal research and analytical skills as well as problem solving and planning abilities. The problems to be solved are typical of those which a lawyer working in a private law firm, government agency, or international organization must address on a daily basis – that is, they are highly complex and conceptual, thus requiring a high level of

analytical skills and judgment, and they vary considerably but most frequently involve application of international legal norms. Ability to manage overlapping and competing tasks, requiring prioritizing and good time-management skills. Experienced in all aspects of program planning (daily, weekly, quarterly and annually). Strong interpersonal skills to interact effectively with government and non-government officials. Good judgment and solid organizational skills to prioritize and manage work on multiple projects and to manage arrangements for meetings, visits and training. Must have initiative in managing and developing projects but be able also to work as a team member. Ongoing requirement to develop new ideas, approaches, methods, and solve pending issues. Must have excellent research and computer skills. The position will require frequent travel within and outside the beneficiary countries and the flexibility to work some nights and weekends.

Qualifications: All applicants under consideration will be required to pass medical and security certifications.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

Benefits: Locally Employed Staff, including Members of Household (MOHs), and Third-Country Nationals (TCNs), working at the U.S. Mission in Hong Kong may receive a compensation package that include annual leave, sick leave, medical and life insurance, U.S. and local holidays, year-end bonus, and provident fund.

Other information:

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights **

* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 (“Certificate of Release or Discharge from Active Duty”),

equivalent documentation, or certification. A “certification” is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc?) and for additional employment considerations, please visit the following link:

<https://careers.state.gov/downloads/files/definitions-for-va> (PDF 149 KB)

How to Apply: All candidates must be able to obtain and hold a Local Security Certification clearance. Applicants must submit a [Universal Application for Employment \(DS-174\)](#) (PDF 107 KB).

To apply for this position, applicants should submit the documents listed below:

Human Resources Office

Mailing Address: 26 Garden Road, Central, Hong Kong

FAX Number: 2147-9490

E-mail Address: hrohongkong@state.gov

Required Documents: Please provide the required documentation listed below with your application:

- Residency Permit

What to Expect Next: Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

Thank you for your application and your interest in working at the U.S. Mission in Hong Kong.