

# The Hong Kong Institute of Chartered Secretaries

## Job Openings

## Advertising Kit

Chartered Secretaries. More than meets the eye.  
特許秘書. 潛能. 超越所見.

## About The Hong Kong Institute of Chartered Secretaries

The Hong Kong Institute of Chartered Secretaries (HKICS) is an independent professional body dedicated to the promotion of its members' role in the formulation and effective implementation of good governance policies, as well as the development of the profession of Chartered Secretary and Chartered Governance Professional in Hong Kong and throughout the Mainland.

HKICS was first established in 1949 as an association of Hong Kong members of The Chartered Governance Institute, formerly known as The Institute of Chartered Secretaries and Administrators (ICSA) of London. It was a branch of The Chartered Governance Institute in 1990 before gaining local status in 1994 and has also been The Chartered Governance Institute's China Division since 2005.

HKICS is a founder member of Corporate Secretaries International Association Limited (CSIA), which was established in March 2010 in Geneva, Switzerland. In 2017, CSIA was relocated to Hong Kong where it operates as a company limited by guarantee. CSIA aims to give a global voice to corporate secretaries and governance professionals.

HKICS has more than 6,000 members and 3,200 students.

## Job Openings

*Job Openings* is an online recruitment service that will give you direct access to the biggest audience of Chartered Secretaries and Chartered Governance Professionals who are governance professionals in Hong Kong and the Mainland. If you are looking for a professional company secretary, compliance/governance specialist or a high calibre governance professional, visit *Job Openings* now at [www.hkics.org.hk](http://www.hkics.org.hk).

### *Our Service:*

An online job board, with exclusive access to HKICS members (Chartered Secretaries and Chartered Governance Professionals), graduates and students, it provides the ideal platform to advertise your career opportunities and generate high quality responses.

### *Our Audience:*

The biggest database of Chartered Secretaries and Chartered Governance Professionals in Hong Kong has over 6,000 members and 3,200 students. This enables you to reach quality governance candidates that match the skills and experience criteria you need in today's competitive market.

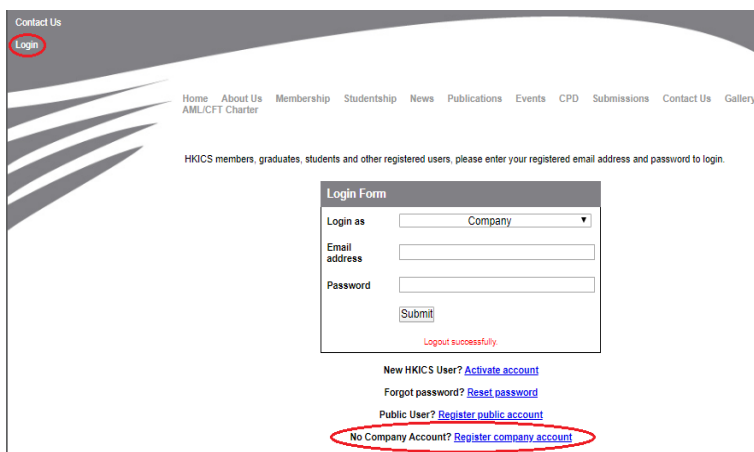
*Advertising on Job Openings is quick and easy:*

- Create a company account.
- Submit a Career Classified Submission Form online and benefit from a captive audience of Chartered Secretaries and Chartered Governance Professionals.
- Enjoy this great value advertising option as our rate compares very favourably with other online recruitment media.
- Save recruitment time as our focused audience ensures that your recruitment advertisement reaches the right candidates.

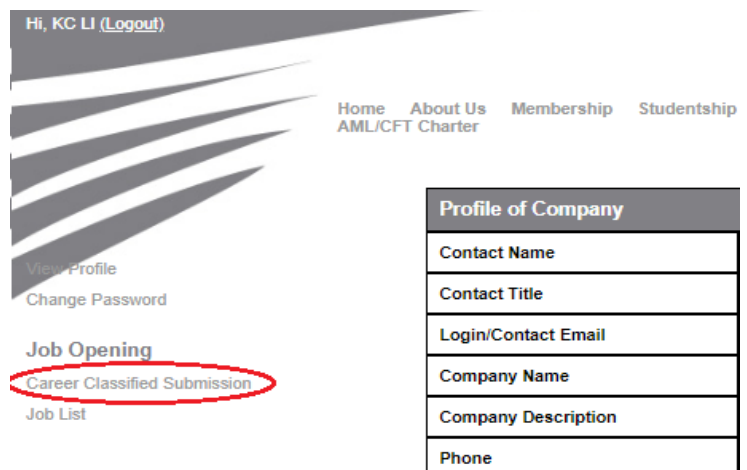
**Steps to Place a Recruitment Advertisement**

Register/Login your company account → Click Career Classified Submission → Fill in the Career Classified Submission Form, preview and submit → HKICS will confirm your submission in two working days → Job posted

**Register/Login your company account**



**Click Career Classified Submission and fill in the form**



**Administration Fee**

HK\$900 for one recruitment advertisement for 30 consecutive days.

**Note to Employers**

1. All recruitment advertisements are to be provided by job advertisers. Job advertisers shall warrant that any information provided or contained in *Job Openings* is accurate in all aspects. By providing such information, the job advertisers are taken to have agreed to indemnify The Hong Kong Institute of Chartered Secretaries (the Institute/HKICS) from any claim from any third party as a result of or arising out of such information. The Institute shall not be held liable for any loss or damage suffered by anyone as a result of any use or reliance on any of the information provided or contained in *Job Openings*.

2. The Institute is not bound to accept request for placing an advertisement. The Institute's decision as to whether any advertisement is to be posted online shall be final.

### Contact Details

The Hong Kong Institute of Chartered Secretaries 香港特許秘書公會  
(Incorporated in Hong Kong with limited liability by guarantee)

3/F, Hong Kong Diamond Exchange Building, 8 Duddell Street, Central, Hong Kong

Telephone No. : (852) 2881 6177

Facsimile No. : (852) 2881 5050

Email : [marketing@hkics.org.hk](mailto:marketing@hkics.org.hk)