

### Checklist of Basic Information to be included in the Vacancy Notice

It is encouraged to include at least the following basic information in the Vacancy Notice to be posted to the Jobnet under the HKIFM Website

1. Employer Information
2. Job Application Method
3. Vacancy Information
  - Job Title
  - Main Responsibilities
  - Employment Terms and Conditions
4. Qualification and Experience Requirements
5. Application Procedures (and application deadline as relevant)

Feb 2013