Head of Greening, Landscape and Tree Management Section
(Civil Service Vacancy)

THE ORGANISATION
The Greening, Landscape and Tree Management (GLTM) Section is a dedicated team in Works Branch of the Development Bureau responsible for the adoption of a holistic approach to greening, landscape and tree management within the Government and the formulation of policies and strategies on this matter. The GLTM Section is supported by two Offices under it – the Greening and Landscape Office and the Tree Management Office.

RESPONSIBILITIES
Reporting to the Deputy Secretary for Development (Works)1, the Head of Greening, Landscape and Tree Management Section (H/GLTMS) heads the GLTM Section. His/Her main duties include:

(a) To assist in formulating policies and strategies on greening, landscape and tree management to ensure seamless integration from landscape planning, design and planting in the upstream to vegetation maintenance in the downstream.
(b) To oversee the work of the Greening and Landscape Office, including implementation of the annual greening programme in Government; overseeing the overall formulation and implementation of Greening Master Plans; research on new greening and landscape policies, practices and technologies; and development of standards and guidelines on greening, landscape planning and design.
(c) To oversee the work of the Tree Management Office, including development of standards and guidelines on vegetation management; tree risk assessment arrangements; development of database system; and research on new vegetation management policies, practices and technologies.
(d) To oversee the coordination of greening, landscape and tree management matters among relevant bureaux and departments, and deal with cross-bureau and cross-departmental issues.
(e) To serve as the focal point of contact on greening, landscape and tree management matters both locally and overseas.
(f) To oversee community involvement and public education programmes; and handling of enquiries, complaints and suggestions from the public and media on greening, landscape and tree management matters.

REQUIREMENTS
The candidate should have:
(a) a relevant degree, preferably at post-graduate level and in a field with design and/or vegetation-related background such as arboriculture, architecture, biology, botany, forestry, horticulture, landscape architecture, landscape management, landscape science, town planning, urban design, from a Hong Kong university or equivalent;

(b) a recognised professional qualification in a relevant discipline with design and/or vegetation-related background such as arboriculture, architecture, biology, botany, forestry, horticulture, landscape architecture, landscape management, landscape science, town planning, urban design;

(c) at least three years’ management experience in a senior managerial position. Having policy formulation experience, including a clear understanding of the diverse policy considerations that are pertinent to the development and implementation of greening, landscape and tree management policies and practices, would be an advantage;

(d) ample knowledge of and operational experience in the planning, design, implementation, management, maintenance and monitoring fronts of greening, landscape and tree management matters;

(e) strong leadership, analytical and organisational capabilities;

(f) good interpersonal and communication skills;

(g) an international perspective with high level strategic thinking ability and strong motivation to champion a new, strategic policy direction that aims for sustainability in the development of a greener urban environment for Hong Kong; and

(h) a strong command of English and Chinese. Proficiency in Putonghua would be an advantage. (Those who are not proficient in the Chinese language may also apply, but, all other factors being equal in the final selection, preference will be given to the bilingual candidate.)

Persons who are not permanent residents of the Hong Kong Special Administrative Region (HKSAR) may apply but would be appointed only when no suitable and qualified candidates who are permanent residents of the HKSAR are available.

**REMUNERATION**
The successful candidate is expected to take up his or her duties in early 2014. The successful candidate will be appointed on civil service agreement terms for two and a half years, renewable at the Government’s discretion. H/GLTMS will receive a monthly salary starting from HK$136,550 to HK$149,350 Note and will be
entitled to housing benefits, vacation leave with leave passage allowance, and other benefits commensurate with a position of such seniority.

The appointee will be required to make an employee’s contribution to a Mandatory Provident Fund (MPF) scheme in accordance with the provisions of the Mandatory Provident Fund Schemes Ordinance (Cap. 485). Upon satisfactory completion of the two-and-a-half-year agreement, H/GLTMS will be eligible for an end-of-agreement gratuity which, when added together with the Government’s contribution to the MPF scheme, equals 15% of the total basic salary of H/GLTMS drawn during the agreement period.

Note: The information on the salary is for reference only. The entry pay, terms of appointment and conditions of services to be offered are subject to the provisions prevailing at the time the offer of appointment is made.

HOW TO APPLY
A letter of application setting out in detail why the applicant considers himself or herself suitable for the post, together with a full curriculum vitae, should be sent to Personnel Registry (Attn: Ms P Y FONG), Works Branch, Development Bureau, 15/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong or by email to py.fong@devb.gov.hk (Fax: +852 2523 5327). The closing date for applications is 11 November 2013. Candidates who are selected for interview will normally receive an invitation in about six to eight weeks from the closing date. For enquiries, please call Senior Executive Officer (Works) Personnel / Executive Officer (Works) Personnel of the Development Bureau at +852 3509 7386 or at +852 3509 7688.

GENERAL NOTES
(a) Civil service vacancies are posts on the civil service establishment. Candidates selected for these vacancies will be appointed on civil service terms of appointment and conditions of service and will become civil servants on appointment.

(b) It is Government policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements, he or she will be invited to attend the selection interview without being subject to any further short-listing criteria.

(c) Personal data provided by job applicants will be used strictly in accordance with this Bureau’s personal data policies, a copy of which will be provided immediately upon request. You may contact Executive Officer (Works) Personnel of the Development Bureau at 15/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong or direct your request to him/her by fax (Fax: +852 2523 5327).

(d) Holders of academic qualifications other than those obtained from Hong Kong institutions or the Hong Kong Examinations and Assessment Authority may also apply but their qualifications will be subject to assessment on
equivalence with the required entry qualifications. They should attach copies of their official transcript and certificates to their applications.


(f) As an Equal Opportunities Employer, the Government is committed to eliminating discrimination in employment. The vacancy advertised is open to all applicants meeting the basic entry requirement irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.