

**Development Bureau**  
**Works Branch**  
**(Non-Civil Service Vacancy)**

**Assistant Support Officer / Part-time Assistant Support Officer**

**(Salary: HK\$15,560 per month for full-time employment or HK\$90 per hour for part-time employment)**

**Entry Requirements:**

Applicants should –

- (a) have met the language proficiency requirements of ‘Level 3’ <sup>(Note 1)</sup> or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or the Hong Kong Certificate of Education Examination (HKCEE), or equivalent;
- (b)(i) have ‘Level 2’ or equivalent <sup>(Note 2)</sup> or above in five subjects in the HKDSEE <sup>(Note 3)</sup>, or equivalent; or
  - (ii) have ‘Level 2’ / ‘Grade E’ or above in five subjects in the HKCEE <sup>(Note 3)</sup>, or equivalent;
- (c) have at least one year’s clerical / secretarial working experience; experience in government will be preferred <sup>(Note 4)</sup>;
- (d) have preferably attained English and Chinese word processing speed of 40 and 20 words per minute respectively and knowledge in the application of common business software <sup>(Note 5)</sup>; and
- (e) be able to speak fluent Cantonese and English; proficiency in Putonghua is an advantage.

Your application will NOT be considered if you fail to meet any of the entry requirements (a) to (c) by the closing date for application. Invitation to interview/test does not imply that you have met the entry requirements.

**Duties:**

Successful candidates will be deployed to sections/offices in the Works Branch of the Development Bureau to undertake the following duties <sup>(Notes 6 and 7)</sup> –

- (a) to provide clerical and secretarial support (including word processing, data entry, photocopying, filing, document delivery, reception duties, etc.) to various functions;
- (b) to provide general office and departmental support, such as administrative, accounting, personnel and customer service work;
- (c) to handle mails (including e-mails), files and documents;

- (d) to collate and compile various registers, statistics and returns;
- (e) to provide logistics and preparatory support to events/visits/meetings;
- (f) to stand-in for other secretaries; and
- (g) to perform any other duties assigned.

**Note:**

- (1) For non-civil service appointment purpose, 'Grade C' in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 are accepted administratively as comparable to 'Level 3' in Chinese Language and English Language in the 2007 HKCEE and henceforth.
- (2) For non-civil service appointment purpose, 'Attained' in Applied Learning subjects (subject to a maximum of two Applied Learning subjects), and 'Grade E' in Other Language subjects in the HKDSEE are accepted as equivalent to 'Level 2' in the New Senior Secondary subjects in the HKDSEE.
- (3) The subjects may include Chinese Language and English Language.
- (4) **Applicants should state under the "Nature of Work" section in G.F. 340 whether each of their individual employments involves clerical and/or secretarial working experience.**
- (5) Applicants will be required to sit a skills test.
- (6) Successful candidates may be required to work irregular hours and on public holidays.
- (7) Successful candidates may be required to perform outdoor duties.

**Terms of Appointment:**

Successful candidates will be employed on non-civil service contract terms for a period of around one year. Renewal of contract will be subject to the service need of the Works Branch of the Development Bureau and the candidate's performance.

**Fringe Benefits:**

For full-time employment

A gratuity may be granted upon satisfactory completion of the full contract period with consistently high standard of performance. The amount of gratuity payable will be the sum which, when added to the Government's contribution to the Mandatory Provident Fund (MPF) Scheme as required by the MPF Schemes Ordinance, equals to 10% of the total basic salary drawn during the contract period.

For full-time and part-time employment

The benefits in respect of rest days, statutory holidays (or substitute holidays), annual leave,

maternity/paternity leave and sickness allowance, where appropriate, will be granted in accordance with the provisions of the Employment Ordinance and confirmed at the time of the offer of appointment.

### **How To Apply:**

Application Forms [G.F. 340 (Rev. 3/2013)] are obtainable from any Home Affairs Enquiry Centre of District Offices, Home Affairs Department or any Job Centre of the Employment Services Division, Labour Department. The said form can also be downloaded from the Civil Service Bureau's website (<http://www.csb.gov.hk>).

Completed forms should reach the enquiry address on or before the closing date for application, with the envelope clearly marked with "Application for Assistant Support Officer (Non-Civil Service Vacancy)". The postmark date on the envelope will be regarded as the date of submission of application. Please ensure that sufficient postage is paid if the application is sent by post. Any underpaid mail items will be returned to the sender or disposed of. Online applications can also be made through the Civil Service Bureau's website (<http://www.csb.gov.hk>).

Your application will NOT be considered if it is late, incomplete, not made in the prescribed form or submitted by fax or email, if you fail to provide in the prescribed form the information or the supporting documents as required for consideration of your application; or if it is not clear from your statements that you have met the entry requirements for this position.

Applicants are encouraged to provide their email addresses on the application forms. Candidates who are selected for interview will normally receive an invitation (by email or by post) in about three to six weeks from the closing date for application, but this timing is subject to change without prior notification to applicants. Those who are not invited for interview/test may assume that their applications are unsuccessful. For enquiry, please call the enquiry telephone number.

### **Enquiry Address and Telephone Number:**

Personnel Unit of Works Branch, Development Bureau at 15/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong (enquiry telephone no.: 3509 7687)

### **Closing Date for Application:**

19 September 2019 (6:00 p.m.)

### **General Notes:**

- (a) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.
- (b) 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.

- (c) Non-civil service vacancies are not posts on the civil service establishment. Candidates appointed are not on civil service terms of appointment and conditions of service. Candidates appointed are not civil servants and will not be eligible for posting, promotion or transfer to any posts in the Civil Service.
- (d) The entry pay, terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.
- (e) Where a large number of candidates meet the specified entry requirements, the recruiting department may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend recruitment examination and/or interview.
- (f) It is Government policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements, he/she will be invited to attend the selection interview/written examination without being subject to any further shortlisting. Applicants who have declared disabilities found suitable for appointment may be given an appropriate degree of preference over other applicants whose suitability for appointment is considered comparable to that of the former. The Government policy and other related measures on employment of persons with disabilities are set out in the booklet *“Employ People Based on Their Abilities – Application for Government Jobs by Persons with Disabilities”* which is available for reference on the Civil Service Bureau's website at <http://www.csb.gov.hk> under “Administration of the Civil Service – Appointments”.
- (g) Holders of academic qualifications other than those obtained from Hong Kong institutions/Hong Kong Examinations and Assessment Authority may also apply but their qualifications will be subject to assessments on equivalence with the required entry qualifications. They should submit copies of their official transcripts and certificates by mail to the enquiry address.
- (h) 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 3 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 no.: 2523 5327).
- (i) Non-civil service vacancies information contained in this column is also available on the GovHK on the internet at <http://www.gov.hk>.
- (j) Towards the application deadline, our on-line system would likely be overloaded due to large volume of applications. To ensure timely completion of your on-line application, it is advisable to submit the application as early as possible.