Civil Service Vacancy

DEVELOPMENT BUREAU
WORKS BRANCH

Landscape Architect

Salary: Master Pay Scale Point 30 (HK$54,220 per month) to Master Pay Scale Point 44 (HK$95,215 per month)

Entry Requirements: Candidates should – (a) possess Professional Membership of the Hong Kong Institute of Landscape Architects (HKILA) (elected on or after 1 January 1997), or revalidated by the HKILA if elected before 1 January 1997, or equivalent; and have at least one year of appropriate post-qualification experience [See Note (1)]; (b) be Registered Landscape Architect (R.L.A.) registered by the Landscape Architects Registration Board (LARB) of Hong Kong [See Note (1)]; (c) have a 'Pass' result in the Aptitude Test in the Common Recruitment Examination (CRE); and (d) have met the language proficiency requirements of 'Level 1' results in the two language papers [Use of Chinese (UC) and Use of English (UE)] in the CRE, or equivalent [See Notes (2) and (3)].

Duties: Landscape Architects [See Note (4)] are mainly deployed on – (a) assisting in policy work concerning greening, landscape planning and design, landscape management and vegetation management matters; (b) assisting in regulatory and advisory work on landscape and greening issues arising from legislation and land leases requirements; (c) planning, designing and supervising in-house landscape projects, and performing project management duties, including the administration of contracts and consultancies in outsourced landscape projects; (d) providing professional support and advice on matters related to greening, landscape planning and design, landscape management and vegetation management; (e) organising and assisting in public education and outreach activities on greening and landscape matters; and (f) supervising supporting technical staff and graduate trainees.

Notes:

(1) Candidates who will meet the entry requirements (a) and (b) on or before 30 September 2016 may also apply. However, they will only be considered for appointment subject to their successful registration as R.L.A. by the LARB.

(2) The results in the Aptitude Test paper in the CRE are classified as Pass or Fail while the results of the UC and UE papers in the CRE are classified as Level 2, Level 1 or Fail, with Level 2 being the highest.

For civil service appointment purpose, Level 5 or above in Chinese Language of the Hong Kong Diploma of Secondary Education Examination (HKDSEE); or Grade C or above in Chinese Language and Culture or Chinese Language and Literature of the Hong Kong Advanced Level Examination (HKALE), are

accepted as equivalent to Level 2 in the UC paper of the CRE. Level 4 in Chinese Language of the HKDSEE; or Grade D in Chinese Language and Culture or Chinese Language and Literature of the HKALE, are accepted as equivalent to Level 1 in the UC paper of the CRE.

Level 5 or above in English Language of the HKDSEE; or Grade C or above in Use of English of the HKALE; or Grade C or above in English Language of the General Certificate of Education (Advanced Level) (GCE A Level), are accepted as equivalent to Level 2 in the UE paper of the CRE. Level 4 in English Language of the HKDSEE; or Grade D in Use of English of the HKALE; or Grade D in English Language of the GCE A Level, are accepted as equivalent to Level 1 in the UE paper of the CRE.

Applicants with an overall band of 6.5 or above with no subtest score below band 6 obtained in the same sitting in the Academic Module of the International English Language Testing System (IELTS) within the two-year validity period of the test result are accepted as equivalent to Level 2 in the UE paper of the CRE. The IELTS test result must be valid on any date during the application period.

(3) For the purpose of heightening public awareness of the Basic Law (BL) and promoting a culture of learning of BL in the community, applicants for civil service jobs will be assessed on their BL knowledge. The BL test result will constitute an appropriate weighting in a candidate's overall assessment.

(4) Successful candidates will be appointed by the Development Bureau and may be posted to work in the Government Bureaux or other Government Departments.

Terms of Appointment: A new recruit will normally be appointed on civil service probationary terms for three years. Upon passage of probation bar, he/she may be considered for appointment on the prevailing permanent terms.

How to Apply:

Application forms [G.F. 340 (Rev. 3/2013)] are obtainable from any Public Enquiry Service 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 together with copies of (a) certificates and transcripts in support of the academic and professional qualifications, (b) CRE results, and (c) support documents of working experience, should reach the enquiry address on or before the closing date for application, with the envelope clearly marked with "Application for Landscape Architect".

Online applications can also be made through the Civil Service Bureau's website (http://www.csb.gov.hk). Candidates who apply online should also submit copies of (a) certificates and transcripts in support of the academic and professional qualifications, (b) CRE results, and (c) support documents of working experience to the enquiry address

on or before the closing date for application. Online application number should be quoted on the envelope and copies of supporting documents.

Your application will NOT be considered if late, incomplete, submitted by fax or email, if you fail to provide in G.F. 340 the information and 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 post.

Applicants are encouraged to provide their email addresses on the application forms. Candidates who are selected for interview will normally receive an invitation in about six to eight weeks from the closing date for application. Those who are not invited for interview may assume that their applications are unsuccessful. For enquiries, please call the enquiry telephone number.

Enquiry Address and Tel. No.: Personnel Unit of Works Branch, Development Bureau at 15/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong. (Enquiry Tel. No. : 3509 7689)

Closing Date for Application: 26 February 2016 (6:00 p.m.)

Newspaper(s) Advertised (with date): Ming Pao Daily News (12 and 19 February 2016) and South China Morning Post (13 and 20 February 2016)

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) 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.

(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) The information on the maximum pay point is for reference only and may be subject to changes.

(f) Fringe benefits include paid leave, medical and dental benefits, and where appropriate, assistance in housing.

(g) 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.

(h) 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 further shortlisting.

(i) 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 2 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).

(j) 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.

(k) Civil service vacancies information contained in this column is also available on the GovHK on the Internet (http://www.gov.hk).

(l) 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.