

Civil Service Vacancy

Housing Department Housing Officer

Salary: Master Pay Scale Point 9 (\$17,485) to Master Pay Scale Point 27 (\$43,120) per month

Entry Requirements: Candidates should have – (a)(i) Level 3 or equivalent (Note 1) or above in five subjects in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) (Note 2), or equivalent; or (ii) Grade E or above in two subjects at Advanced Level in the Hong Kong Advanced Level Examination and Level 3 (Note 3) / Grade C or above in three other subjects in the Hong Kong Certificate of Education Examination (HKCEE) (Note 2), or equivalent; and (b) met the language proficiency requirements of Level 3 (Note 3) or above in Chinese Language and English Language in HKDSEE or HKCEE, or equivalent and be able to speak fluent Cantonese and English.

(Eligible candidates are required to sit the Housing Officer written test. (Note 5))

Notes: (1) For civil service appointment purpose, “Attained with Distinction” in Applied Learning subjects (subject to a maximum of two Applied Learning subjects), and Grade C in Other Language subjects in the HKDSEE are accepted as equivalent to Level 3 in the New Senior Secondary subjects in the HKDSEE. “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. (2) The subjects may include Chinese Language and English Language. (3) For civil service appointment purpose, ‘Grade C’ and ‘Grade E’ in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 are accepted administratively as comparable to ‘Level 3’ and ‘Level 2’ respectively in Chinese Language and English Language in the 2007 HKCEE and henceforth. (4) For the purpose of heightening public awareness of the Basic Law (BL) and promoting a culture of learning of BL in the community, assessment of BL knowledge will be included in the recruitment for all civil service jobs. Candidates who are invited to attend the recruitment interview will be assessed on their BL knowledge through a written test to be conducted immediately before or after the recruitment interview. The BL test result will be one of the considerations to assess the suitability of a candidate. (5) Eligible candidates will be arranged to sit the Housing Officer written test in August 2014. Only candidates with a pass result in the written test will be considered for selection interview. As it takes time to process all applications, an invitation to the written test does not imply that the concerned candidate has met the entry requirements of Housing Officer.

Duties: Mainly deployed on – (a) assisting in the property/tenancy management and maintenance of public rental housing estates, sale flat estates, factory estates, non-domestic properties and car parks as well as other Housing Authority business/activities; (b) interviewing, investigating and screening applications for public rental housing, sale flats as well as allocation and other related matters; (c) carrying out enforcement duties related to squatters, clearance, restricted roads, illegal parking, obstruction, environmental hygiene and Housing Ordinance related issues; and (d) implementing housing policies as

formulated by the Housing Authority.

(Housing Officers may be required to work irregular hours and seconded to other government departments.)

How to Apply: Application forms [G.F. 340 (Rev. 3/2013)] are obtainable from any Public Enquiry Service Centre of District Office, Home Affairs Department or any Job Centres 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>). Applications will be processed according to the information provided on the application form, therefore candidates must fill in the application form duly and clearly, including personal particulars and academic attainment they have attained by the closing date for application (i.e. 13 June 2014).

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 below within one week after close of application period for qualifications assessment. The online application number should be quoted on the envelope and on every page of the copies of the documents.

Completed form should reach the enquiry address below on or before the closing date for application. Please specify "Application for Housing Officer" on the envelope. If you apply by post, please ensure that sufficient postage is paid otherwise you will bear any consequences arising from not paying sufficient postage. On-line application can also be made through the Civil Service Bureau's website (<http://www.csb.gov.hk>). Applications which are not made in the prescribed form, or incomplete, or not signed, or the information provided on the application form fails to show clearly that you have the qualifications or requirements specified for the job, or late, or not submitted by post or through the Civil Service Bureau's website will not be considered.

Candidates who are invited to sit the written test will normally receive an invitation in about eight to ten weeks from the closing date for applications. Those who are not invited for written test may assume that their applications are unsuccessful.

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

Enquiry Address and Telephone: Appointments Sub-section, Housing Department, 3/F, Block 2, Housing Authority Headquarters, 33 Fat Kwong Street, Ho Man Tin, Kowloon. Enquiry Telephone: 2761 6566

Closing Date for Application: 13 June 2014

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 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 without being subject to further shortlisting. (i) Civil service vacancies information contained in this column is also available on the GovHK and the Housing Department on the Internet at <http://www.gov.hk> and <http://www.housingauthority.gov.hk> respectively. (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.