

Civil Service Vacancy

HOUSING DEPARTMENT

Landscape Architect

Salary : Master Pay Scale Point 30 (\$47,630 per month) to Master Pay Scale Point 44 (\$84,290 per month) [See Note (1)]

Entry Requirements : Candidates should (a) possess Professional Membership of the Hong Kong Institute of Landscape Architects (HKILA) (elected on or after 1.1.1997), or revalidated by the HKILA if elected before 1.1.1997, or equivalent; and be Registered Landscape Architect of the Hong Kong Landscape Architects Registration Board; (b) have at least one year's appropriate post-qualification experience; (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 and Use of English) in the CRE, or equivalent [See Note (3)].

Note:

- (1) Subject to the prevailing situation, candidates with additional experience may be granted increments for previous relevant working experience in the landscape architectural field in excess of the stipulated minimum.
- (2) Applications from serving civil service Landscape Architect in the Housing Department would not normally be considered.
- (3) The results of the Use of Chinese (UC) and Use of English (UE) papers in the CRE are classified as Level 2, Level 1 or Fail, with Level 2 being the highest. Grade C or above and Grade D in Use of English of the Hong Kong Advanced Level Examination (HKALE), or equivalent, are accepted as equivalent to Level 2 and Level 1 results respectively in the UE paper in the CRE. Grade C or above and Grade D in Chinese Language and Culture or Chinese Language and Literature of the HKALE are accepted as equivalent to Level 2 and Level 1 results respectively in the UC paper in 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 result in the UE paper in the CRE. The IELTS test result must be valid on the starting day of the application period, i.e. 7 June 2013.
- (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. Results of the BL test for degree/professional grades will be one of the considerations to assess the suitability of a candidate but will not affect his/her eligibility for applying for civil service jobs. As a general principle, the main consideration for suitability for appointment remains a candidate's qualification, experience and caliber.

Duties : A Landscape Architect is mainly deployed on (a) preparing landscape master plans, detail plans, and planting plans to utilize open spaces in public housing developments under the Housing Authority, or for other government departments; (b) advising on landscape design and administrative control matters relating to landscape matters in public housing developments; (c) providing professional support and advice on matters relating to greening, landscape planning and design, landscape management and vegetation management in public housing developments, and other government departments; (d) managing consultants and co-ordinating works relating to landscape matters in public housing developments; and (e) supervising supporting staff including technical staff, horticultural site staff, and graduate trainees.

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.

Address and Enquiry Tel. No. : Appointments Sub-section, Housing Department, 3/F, Block 2, Housing Authority Headquarters, 33 Fat Kwong Street, Ho Man Tin, Kowloon (Tel.: 2761 6405).

Closing Date for Application : 21 June 2013

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) 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 above enquiry address.
- (j) 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.
- (k) 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.

How to Apply :

Application Forms (G.F. 340 [(Rev. 3/2013)]) are obtainable from any Public Enquiry Service Centres of District Offices, 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>).

Completed forms, together with copies of (a) transcripts and certificates in support of the academic and professional qualifications; (b) CRE results, and (c) support documents of working experience, should reach the above enquiry address of the recruiting department on or before the closing date for application. Please specify the title of the post being applied for on the envelope.

Online application can also be made through the Civil Service Bureau's website (<http://www.csb.gov.hk>). Candidates who apply online should submit copies of (a) transcripts and certificates in support of the academic and professional qualifications; (b) CRE results; and (c) support documents of working experience **within one week after close of application period** to the above enquiry address, and the online application number should be quoted on the envelope and the copies of supporting documents.

If candidates fail to provide the supporting documents as requested within the stipulated one week period, **their applications will not be considered**. 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.