



香港房屋委員會

Hong Kong Housing Authority

Term Project Executive (Monthly Salary: HK\$30,165)

Designated Assignments: a Term Project Executive will be assigned to various projects, to be specified in the employment contract.

Entry Requirements:

Candidates should have—

- (a) a bachelor's degree from a Hong Kong university, or equivalent;
- (b) a good command of both Chinese and English and have met the language proficiency requirements of Level 2 ("Grade E" before 2007) or above in Chinese Language and English Language ("Syllabus B" before 2007) in HKDSEE/ HKCEE, or equivalent; and
- (c) a minimum of two years' post qualification full-time working experience in human resource management, financial resource management, office administration, or secretariat support to committee work.

(Candidates who are selected for interview are required to take a written test in both English and Chinese.)

Main Duties:

A Term Project Executive will be deployed -

- (a) to assist in human resources management and appointments duties;
- (b) to assist in general administration and financial resources management duties;
- (c) to serve as secretary to committees and provide support to committee duties;
- (d) to handle public enquiries/ complaints, put in place efficient and effective systems and ensure that good management practices are implemented; and
- (e) to assist in liaison, consultation and event management duties.

Terms of Appointment:

Successful candidates will be appointed on **Housing Authority temporary terms** with an agreement of a 1-year contract to the designated assignment. Further renewal of agreement may be offered subject to satisfactory performance and conduct of the candidate, and the operational needs.

The entry pay, terms of appointment and conditions of service to be offered are subject to the provision prevailing at the time the offer of appointment is made.

Fringe Benefits:

A contract-end gratuity may be granted upon satisfactory completion of the 1-year contract with consistently high standard of performance and conduct. Such gratuity, plus any contribution made by the Housing Authority to a Mandatory Provident Fund (MPF) Scheme in respect of the appointee as required by the MPF Schemes Ordinance, will equal to 15% of the total basic salary drawn during the contract period. Candidates appointed are eligible for 12 days' paid annual leave. Other benefits such as rest days, statutory holidays (or substituted holidays), sick leave, sickness allowance, maternity leave and employees' compensation, where appropriate, will be granted on terms not less favourable than the provisions of the Minimum Wage Ordinance, the Employment Ordinance and the Employees' Compensation Ordinance.

Closing Date of Application: 20 June 2019

How to Apply:

Application form [HD917 (Rev. 2015)] is obtainable from–

- (i) the reception counters at the atrium of Hong Kong Housing Authority Headquarters, 33 Fat Kwong Street and the Hong Kong Housing Authority Customer Service Centre, 3 Wang Tau Hom South Road;
- (ii) the Hong Kong Housing Authority website (<https://www.housingauthority.gov.hk/tc/common/pdf/download/HD917-RE.pdf>), or
- (iii) by fax through our telephone hotline 2712 2712 (Please press in sequence 4, 5, 7 after choosing the language).

Completed forms, together with copies of –

- (a) resumé showing detailed job descriptions of all current and previous employment; and
- (b) copies of certificates and transcripts (for holders of academic qualifications other than those obtained from Hong Kong institutions/Hong Kong Examinations and Assessment Authority).

should reach the specified address on or before the closing date for application. Applications will be processed according to the academic qualifications attained and working experience obtained by the applicant by the closing date for application. As we may contact the applicants by the mailing address, email address or telephone number provided on the application form, please provide clear and correct contact information.

Please specify “Application for the post of Term Project Executive” on the envelope. To avoid unsuccessful delivery of mail items, please ensure that the correct address is clearly printed or written on the envelope and sufficient postage has been paid before posting. Mail items bearing insufficient postage will not be delivered to this Department and will be returned to the sender or disposed of by the Hongkong Post, where appropriate. The applicant will bear any consequences arising from not paying sufficient postage.

Online application can also be made through the GovHK. Please download the application form in fillable PDF format in the Hong Kong Housing Authority website (<https://www.housingauthority.gov.hk/tc/common/pdf/download/HD917-RE.pdf>), and upload the completed form to GovHK (<https://eform.one.gov.hk/form/pdf/upload/>). Candidates who apply online should submit all copies of (a) and (b) above to the specified address on or before the closing date for application. Please specify “Application for the post of Term Project Executive” on the envelope, and the reference code should be quoted on the envelope and the copies of supporting documents.

Applications which are not made in the prescribed form, or incomplete, or not signed, or without the required supporting documents, or late, or submitted by email or fax will not be considered. Candidates who are selected for interview will normally receive an invitation by email in about eight to ten weeks from the closing date for application. Those who are not invited for interview may assume that their applications are unsuccessful.

Contact Address and Enquiry Telephone:

Appointments Sub-section, Hong Kong Housing Authority, 3/F, Block 2, Housing Authority Headquarters, 33 Fat Kwong Street, Ho Man Tin, Kowloon

(Enquiries: Ms Shu at 2761 6566)