

Civil Service Vacancy

HOUSING DEPARTMENT

Works Supervisor II (Building Services)

Salary: Master Pay Scale Point 9 (\$22,725 per month) to Master Pay Scale Point 12 (\$27,145 per month)

Entry Requirements : Candidates should have (a) a Certificate in electrical engineering or mechanical engineering from a Hong Kong polytechnic university/polytechnic, the Hong Kong Institute of Vocational Education or technical institute/technical college, or equivalent; and (b) met the language proficiency requirements of (i) Level 2 or above in English Language in the Hong Kong Diploma of Secondary Education Examination or the Hong Kong Certificate of Education Examination (HKCEE), or equivalent; and (ii) Secondary 3 standard or above in Chinese Language, or equivalent (see Note (1)).

Note:

1. For civil service appointment purpose, 'Grade E' in English Language (Syllabus B) in the HKCEE before 2007 is accepted administratively as comparable to 'Level 2' in English Language in the 2007 HKCEE and henceforth.
2. All qualifications required should be obtained on or before the closing date for application.
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.

Duties: A Works Supervisor II (Building Services) is mainly deployed on (a) supervising contractors employed in construction, maintenance and improvement of building services installations; (b) taking measurements at sites; and (c) performing related technical duties.

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.

Closing Date for Application: 24 July 2020

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, together with copies of –

- (a) transcripts and certificates in support of the language proficiency, academic and technical qualifications; and
- (b) support documents of working experience

should reach the contact address below on or before the closing date for application. Applications will be processed according to the academic and technical qualifications attained 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.

Online application can also be made through the Civil Service Bureau's website (<http://www.csb.gov.hk>). Candidates who apply online should submit all copies of (a) and (b) above to the contact address below on or before 31 July 2020. The online application number should be quoted on the envelope and on every page of the copies of the documents.

Please specify “Application for the post of Works Supervisor II (Building Services)” 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.

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, Housing Department, 3/F, Block 2, Housing Authority Headquarters, 33 Fat Kwong Street, Ho Man Tin, Kowloon (Enquiries: Ms Lo at 2761 7232).

Newspapers Advertised:

Ming Pao Daily News (10 July 2020) and South China Morning Post (11 and 18 July 2020)

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. 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”.
- (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.