

## Civil Service Vacancy

### Housing Department Building Services Engineer

#### Salary :

Master Pay Scale Point 32 (\$70,465 per month) to Master Pay Scale Point 44 (\$110,170 per month)

#### Entry Requirements:

Candidates should have (a) Corporate Membership of the Hong Kong Institution of Engineers (HKIE) (Building Services, Electrical or Mechanical Discipline) elected after 5 December 1975, or equivalent [*Note 1*]; (b) a pass result in the Aptitude Test in the Common Recruitment Examination (CRE) [*Notes 3-4*]; and (c) 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 [*Notes 3-5*].

#### Note

1. Candidates who have applied on or before **14 May 2021** to sit for the professional assessment of an acceptable professional institution which leads to the award of the corporate membership of HKIE (Building Services, Electrical or Mechanical Discipline) or equivalent may also apply. They must attach documentary proof of their applications for the said professional assessment. Otherwise, their applications will not be further considered. If selected, their offer of appointment shall be subject to their obtaining on or before the date of offer the required Corporate Membership or equivalent.
2. Preference will be given to candidates who possess the Registered Professional Engineer (Building Services, Electrical or Mechanical Discipline) qualification in Hong Kong.
3. Candidates who have sat for the CRE for more than one time should submit their best CRE results.
4. Candidates' results in the Aptitude Test paper of the CRE are classified as Pass or Fail, while the results of the Use of Chinese (UC) and Use of English (UE) papers in the Common Recruitment Examination (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.
5. 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.
6. 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 Building Services Engineer is mainly deployed on (a) designing, specifying, supervising and advising on the installation of new building services installations, and the improvement and maintenance of existing building services installations in buildings under the Housing Authority's purview; (b) managing consultants and administering contracts; and (c) supervising the work of supporting technical and site staff.

**Terms of Appointment:**

A new recruit will be appointed on civil service probationary terms for a period of three years. Upon passage of probation bar, the officer may be considered for appointment on the prevailing permanent terms.

**Closing Date for Application: 14 May 2021****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 academic and professional qualifications;
- (b) CRE results;
- (c) support documents of working experience; and
- (d) resume with detailed description of applicant's past and present job duties.

should reach the contact address below on or before the closing date for application. Applications will be processed according to the academic and professional qualifications attained (or applied for professional assessment) 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), (b), (c), and (d) above to the contact address below on or before 21 May 2021. 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 Building Services Engineer” 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 Shu at 2761 6566).

**Newspapers Advertised:**

Ming Pao Daily News (30 April 2021) and South China Morning Post (1 May 2021 and 8 May 2021)

## 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 contact 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 online system would likely be overloaded due to large volume of applications. To ensure timely completion of your online application, it is advisable to submit the application as early as possible.