



# **Planning Graduate (Temporary Training Vacancy) in the Hong Kong Housing Authority**

## **1. Entry Requirements**

- (I) A degree in Town Planning or a qualification, which is acceptable to the Hong Kong Institute of Planners (HKIP) as satisfying the academic requirements for exemption from the HKIP Qualifying Examination Part I and admission into the Qualifying Examination Part II. The degree/qualification must be obtained in 2019 or after <sup>[Note(i)]</sup>;
- (II) Meeting the language proficiency requirements of “Level 2” or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or the Hong Kong Certificate of Education Examination (HKCEE), or equivalent <sup>[Note(ii)]</sup>; and
- (III) Be a permanent resident of the Hong Kong Special Administrative Region at the time of engagement unless specified otherwise.

- Notes:**
- (i) Candidates without the requisite academic qualification stated in (I) above, but who are undergoing their final year study in the 2020/21 academic year may also apply; if selected, appointment will be subject to their obtaining the requisite academic qualification in the 2020/21 academic year.
  - (ii) For appointment purpose, “Grade E” in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 is accepted administratively as comparable to “Level 2” in Chinese Language and English Language in the 2007 HKCEE and henceforth.

## **2. Training**

The training vacancies are temporary posts. Graduate trainees are not civil servants and are not engaged on civil service terms and conditions. Successful applicants will receive 2 years of practical training arranged by the Hong Kong Housing Authority under professional guidance meeting the training requirements of the HKIP. There is no implication for further engagement in the Hong Kong Housing Authority after completion of the above training engagement.

## **3. Training Honorarium**

The current honorarium on entry is \$23,010 per month. The above amount of honorarium and the terms of engagement are subject to changes at the time the offer of engagement is made. Graduate trainees are not civil servants and their training honoraria are independent of the civil service pay.

## **4. How to Apply**

Please apply with a completed application form [HD917 (Rev. 2015)]. Each application should be accompanied by:

- (a) a supplementary letter giving a brief account of past relevant training/experience and course projects;
- (b) a copy each of all official transcripts showing the results of all examinations taken at universities or other examinations leading to the award of a qualification recognised by the HKIP;
- (c) a copy of the degree certificate if acquired; and
- (d) a copy of the Hong Kong Diploma of Secondary Education Examination, Hong Kong Certificate of Education Examination, certificates of the Hong Kong Advanced Level Examination and other public Chinese language and English language examinations (e.g. TOEFL, IELTS, GCE, GCSE, HKSARG Common Recruitment Examination, etc.) showing the results achieved in Chinese language and English language in such examinations.

- Notes:**
- (i) Applications not accompanied by the above documents will not be considered. Applicants are encouraged to provide their email addresses on the application forms
  - (ii) Copies of documents mentioned in 4(b) and 4(c) above may be passed to the HKIP for the purpose of confirming whether or not the qualification satisfies the academic requirements for corporate membership/admission into the HKIP.
  - (iii) 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 any further shortlisting criteria. 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”.
  - (iv) As an Equal Opportunities Employer, the Hong Kong Housing Authority is committed to eliminating discrimination in employment. The vacancies advertised are open to all applicants meeting the basic entry requirements irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.

Application form [HD917 (Rev. 2015)] is obtainable (1) from 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; (2) from the Hong Kong Housing Authority website (<http://www.housingauthority.gov.hk/tc/common/pdf/download/HD917-RE.pdf>); or (3) 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 supporting documents, should reach Senior Clerical Officer/Appointments, Appointments Sub-section, Hong Kong Housing Authority Headquarters, 33 Fat Kwong Street, Homantin, Kowloon **on or before 16 April 2021**. Please specify “**Application for the post of Planning Graduate**” on the envelope. To avoid delayed or unsuccessful delivery of applications by post, please ensure that the correct address is clearly printed or written on the envelope and sufficient postage has been affixed 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. Applicants will bear any consequences arising from paying insufficient postage. All applications will be treated in strict confidence. Personal data collected will be used for recruitment-related purpose only.

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 supporting documents to the Appointment Sub-section of the Hong Kong Housing Authority (see the above address) **on or before 16 April 2021**. **Please specify “Application for the post of Planning Graduate” 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 4 to 8 weeks from the closing date for application. Applicants are encouraged to provide their email addresses on the application forms. Those who are not invited for interview may assume that their applications are unsuccessful. For enquiries, please call Ms TSANG at 2761 7627.