Civil Service Vacancy

Housing Department
Housing Officer

Salary: Master Pay Scale Point 9 ($22,725) to Master Pay Scale Point 27 ($55,995) per month

Entry Requirements: Candidates should have – (a)(i) Level 3 or equivalent (Note 1) or above in five subjects in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) (Note 2), or equivalent; or (ii) Grade E or above in two subjects at Advanced Level in the Hong Kong Advanced Level Examination and Level 3 (Note 3) / Grade C or above in three other subjects in the Hong Kong Certificate of Education Examination (HKCEE) (Note 2), or equivalent; (b) **met the language proficiency requirements of Level 3 (Note 3) or above in both Chinese Language and English Language in HKDSEE or HKCEE, or equivalent** and be able to speak fluent Cantonese and English. (Relevant working experience would be an advantage.); and (c) a pass result in the Basic Law Test [See Note (4)].

Notes: (1) For civil service appointment purpose, "Attained with Distinction" in Applied Learning subjects (subject to a maximum of two Applied Learning subjects), and Grade C in Other Language subjects in the HKDSEE are accepted as equivalent to Level 3 in the New Senior Secondary subjects in the HKDSEE. "Attained" in Applied Learning subjects (subject to a maximum of two Applied Learning subjects), and Grade E in Other Language subjects in the HKDSEE are accepted as equivalent to Level 2 in the New Senior Secondary subjects in the HKDSEE. (2) The subjects may include Chinese Language and English Language. (3) For civil service appointment purpose, 'Grade C' and 'Grade E' in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 are accepted administratively as comparable to 'Level 3' and 'Level 2' respectively in Chinese Language and English Language in the 2007 HKCEE and henceforth. (4) All applicants for civil service jobs will be assessed on their Basic Law knowledge. A pass result in the Basic Law Test is an entry requirement for civil service jobs requiring non-degree / non-professional qualifications at or above completion of secondary education level. Only those candidates who have passed the Basic Law Test will be considered for appointment. Attaining a score at or above 53 out of the full mark of 100 (i.e. getting at least 8 out of 15 questions correct) will be deemed to have a pass result in Basic Law Test. The Basic Law Test result will also constitute an appropriate weighting in a candidate's overall assessment.

For candidates who have not taken the Basic Law Test or have not attained a pass result in the Basic Law Test at the time of application, they may still apply for the job and arrangements will be made for them to take the Basic Law Test during the recruitment process.

Duties: Mainly deployed on – (a) assisting in the property/tenancy management and maintenance of public rental housing estates, sale flat estates, factory estates, non-domestic properties and car parks as well as other Housing Authority business/activities; (b) interviewing, investigating and screening applications for public rental housing, sale flats as well as allocation and other related matters; (c) carrying out enforcement duties related to squatters, clearance, restricted roads, illegal parking, obstruction,

environmental hygiene and Housing Ordinance related issues; and (d) implementing housing policies as formulated by the Housing Authority.

(Housing Officers may be required to work irregular hours and seconded to other government departments.)

How to Apply: (a) 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 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).

(b) Applications will be processed according to the information provided on the application form, therefore candidates must fill in the application form duly and clearly, including personal particulars, **academic attainment and working experience they have attained by the closing date for application (i.e. 8 July 2022). Academic attainment and working experience applicants have attained after 8 July 2022 will not be assessed.**

(c) 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 contact address below within one week after close of application period (i.e. 15 July 2022) for qualifications assessment. The online application number should be quoted on the envelope and on every page of the copies of the documents. Copies of local qualification documents and reference letter of working experiences are **not required** at this stage of application.

(d) Completed form should reach the contact address below on or before the closing date for application (i.e. 8 July 2022). Please specify "Application for the post of Housing Officer" on the envelope.

(e) Applications and copies of the supporting documents received by post will be dated by the postmark 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. An applicant will bear any consequences arising from not paying sufficient postage.

(f) On-line application can also be made through the Civil Service Bureau's website (http://www.csb.gov.hk).

Applications which are not made in the prescribed form, or incomplete, or not signed, or the information provided on the application form fails to show clearly that you have the qualifications or requirements specified for the job, or late, or submitted by fax or e-mail will **not** be considered.

Candidates who are invited to attend the selection interview will normally receive an invitation (by email or by post) in about twelve to fourteen weeks from the closing date for applications. Those who are not invited for selection interview may assume that their applications are unsuccessful.

Terms of Appointment: A new appointee will normally be appointed on civil service probationary terms for three years. Upon passage of probation bar, the officer may be considered for appointment on the prevailing permanent terms.

Contact Address and Telephone: Appointments Sub-section, Housing Department, 3/F, Block 2, Housing Authority Headquarters, 33 Fat Kwong Street, Ho Man Tin, Kowloon.
Enquiry Telephone: 2761 6730

Closing Date for Application: 8 July 2022
Newspaper(s) Advertised (with date): Ming Pao Daily News (24 June 2022) and
South China Morning Post (25 June 2022)

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 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 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) 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. (j) 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.