

## Civil Service Vacancy

### HOUSING DEPARTMENT

#### Assistant Clerk of Works

**Salary :** Master Pay Scale Point 13 (\$30,870 per month) to Master Pay Scale Point 23 (\$50,045 per month)

**Entry Requirements :** Candidates should have (a) a Diploma or Higher Certificate in Building or Building Studies from a Hong Kong polytechnic university/ polytechnic or the Hong Kong Institute of Vocational Education/ technical college/ technical institute, or equivalent; (b) three years' relevant experience in building works after obtaining the technical qualifications stipulated in item (a) above; (c) met the language proficiency requirements of Level 2 or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination or Hong Kong Certificate of Education Examination (HKCEE), or equivalent [See Note (3)]; and (d) a pass result in the Basic Law and National Security Law Test [See Note (4)].

#### Notes :

- (1) Preference will be given to candidates who possess relevant experience in building construction or building maintenance works.
- (2) All qualifications and working experience required should be obtained on or before the closing date for application.
- (3) For civil service 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.
- (4) All applicants for civil service jobs will be assessed on their knowledge of the Basic Law and the National Security Law. A pass result in the Basic Law and National Security Law Test is an entry requirement for all civil service jobs. Only those candidates who have passed the Basic Law and National Security Law Test will be considered for appointment.  
For candidates who have not taken the relevant Basic Law and National Security Law Test or have not attained a pass result in the relevant Basic Law and National Security Law Test at the time of application, they may still apply for the job and arrangements will be made for them to take the relevant Basic Law and National Security Law Test during the recruitment process.

**Duties :** An Assistant Clerk of Works is mainly deployed on (a) assisting in the supervision of building and maintenance works for construction sites and buildings under the Housing Authority's purview; (b) performing skilled technical work; and (c) supervising junior site staff and contractors.

**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.

**Contact Address and Enquiry Tel. No. :** Appointments Sub-section, Housing Department, 3/F, Block 2, Housing Authority Headquarters, 33 Fat Kwong Street, Ho Man Tin, Kowloon (Tel. : 2761 6660).

**Closing Date for Application :** 28 July 2023

**Newspapers Advertised (with dates) :** Ming Pao (14 July 2023) and South China Morning Post (15 July 2023 and 22 July 2023)

**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 post 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 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.

**How to Apply** : Application Forms (G.F. 340 [(Rev. 3/2013)]) are obtainable from any Home Affairs Enquiry Centres 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>).

Completed forms, together with copies of **(a) certificates and transcripts in support of the academic qualifications; (b) technical qualifications; and (c) support documents of working experience**, should reach the Appointments Sub-section in the Housing Department (see the above contact address) **on or before 28 July 2023**. **Please specify “Application for the post of Assistant Clerk of Works” 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. An applicant will bear any consequences arising from not paying sufficient postage.**

Online application can also be made through the Civil Service Bureau's website (<http://www.csb.gov.hk>). Candidates who apply online should submit copies of **(a) certificates and transcripts in support of the academic qualifications; (b) technical qualifications; and (c) support documents of working experience** to the above contact address **on or before 4 August 2023**. The online application number should be quoted on the envelope and the copies of supporting documents.

**Your application will NOT be considered if late, incomplete, submitted by means other than those mentioned in the preceding paragraphs, if you fail to provide in G.F. 340 the information and the supporting documents as required for consideration of your application or if it is not clear from your statements that you have met the entry requirements for this post.**

Applicants are encouraged to provide their email addresses on the application forms. Candidates who are selected for interview will normally receive an invitation (by email or by post) 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.