

Civil Service Vacancy

Housing Department

Estate Surveyor

Salary: Master Pay Scale Point 30 (\$68,940) to Master Pay Scale Point 44 (\$116,165) per month.

Entry Requirements: Candidates should – (a) be Corporate Members of the Hong Kong Institute of Surveyors in the General Practice Division, or equivalent; (b) have at least one year's appropriate post-qualification experience in the field of Valuation and Estate Management/ Estate Agency/ Property Development; (c) have met the language proficiency requirements of "Level 1" results in the two language papers (Use of Chinese and Use of English) in the Common Recruitment Examination (CRE) (see Note 1), or equivalent (see Note 2 to 4) and (d) have a pass result in the Basic Law and National Security Law Test (BLNST) (see Note 5).

Notes :

1. 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 CRE are classified as Level 2, Level 1 or Fail, with Level 2 being the highest.
2. 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.
3. 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.
4. 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.
5. 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 BLNST is an entry requirement for all civil service jobs. Only those candidates who have passed the BLNST will be considered for

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

Duties: Mainly deployed on – (a) assisting in project planning and development of sites including land premium, possession of sites, preparing outline development schedules and monitoring the development of sites; (b) assisting in the sale, marketing, re-vitalisation, management and letting of residential and/ or non-domestic properties, including the working out of marketing strategies, and the preparation of financial feasibility studies and schedules of selling prices; (c) undertaking feasibility and viability studies on non-domestic and residential facilities in projects; land administration works connected with the development and management of various subsidised housing schemes and development sites; and valuations matters and negotiations in connection with properties for a variety of purposes; (d) undertaking matters regarding post-sale services including buyback, consent to assign, consent to re-mortgage, refinancing, re-conveyancing, mortgage of flats, mortgage default claims, deed of guarantee, insurance in connection with subsidised sale flat developments; unauthorised alienation restriction matters; and conducting assessments on premium arising from removal of alienation restrictions including their reviews upon objections and appeals; and (e) supervising the work of sub-ordinates including Assistant Housing Managers and Housing Officers.

How to Apply: Application forms [G.F. 340 (Rev. 7/2023)] 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 (csb.gov.hk).

The new version of application form for Government jobs [G.F. 340 (Rev. 7/2023)] has been in use with effect from 26 July 2023. Candidates who apply for Government jobs advertised on or after 26 July 2023 should use the new [G.F. 340 (Rev. 7/2023)]. If candidates submit the old version form [G.F. 340 (Rev. 3/2013)], they will be required to fill in the new [G.F. 340 (Rev. 7/2023)] afresh and submit it within seven days upon request. If candidates fail to submit the new [G.F. 340 (Rev. 7/2023)] within the stipulated deadline, their applications will not be processed further.

Applications will be processed strictly according to the academic and professional qualifications attained by the applicant by the closing date for application, as well as the information provided on the application form. The application form must be duly filled, including the personal particulars, academic/ professional attainment and working experience they have attained by the closing date for application (i.e. 1 March 2024).

Completed forms, together with copies of (a) certificates and transcripts in support of the academic and professional qualifications; (b) CRE results; and (c) supporting documents of working experience (with a resume showing your present and past job duties), should reach the Appointments Sub-section of the Housing Department (see the contact address) on or before **1 March 2024**. If you apply by post, please specify “Application for the post of Estate Surveyor” on the envelope.

Online application can also be made through the Civil Service Bureau’s website (csb.gov.hk). Candidates who apply online should submit copies of (a) certificates and transcripts in support of the academic and professional qualifications; (b) CRE results; and (c) supporting documents of working experience (with a resume showing your present and past job duties) to the contact address on or before 8 March 2024. The online application number should be quoted on the envelope and on every page of the copies of the documents. Please note that applications with no copies of (a)-(c) above will not be considered further.

Applications and/or 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.

Applications which are late, incomplete, submitted by fax or email, not made in the prescribed form, made without all the supporting documents as required for consideration of your application, or unclear from your statements that you have met the entry requirements for this post will not be considered.

Candidates who are selected for interview will normally receive an invitation by email in about six to eight weeks from the closing date for applications. Those who are not invited for interview may assume that their applications are unsuccessful.

Terms of Appointment: A new appointee 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.

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 7546.

Closing Date for Application: 1 March 2024

Newspapers Advertised (with date): Ming Pao Daily News (16 February 2024) and South China Morning Post (17 and 24 February 2024)

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 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 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 gov.hk and 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.