

Civil Service Vacancy

Housing Department Housing Officer

Salary: Master Pay Scale Point 9 (\$25,115) to Master Pay Scale Point 27 (\$61,865) 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 and National Security Law Test (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. Grade C and Grade D in Chinese Language and English Language in International General Certificate of Secondary Education (IGCSE) / General Certificate of Secondary Education (GCSE) / General Certificate of Education (Ordinary Level)(GCE O Level) are accepted as comparable to Level 3 and Level 2 in Chinese Language and English Language respectively in the HKDSEE / HKCEE for civil service appointments. “Attained” and “Attained with Distinction” results in the Applied Learning Chinese (for non-Chinese speaking students) subject is accepted respectively as meeting the Chinese language proficiency requirements of Level 2 and Level 3 in Chinese Language in HKDSEE. (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: 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 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. 7/2023)] 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 ([csb.gov.hk](https://www.csb.gov.hk)).

(b) Applications will be processed strictly 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. 29 November 2024). Academic attainment and working experience applicants have attained after the closing date for application 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. 6 December 2024)** 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. 29 November 2024). 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 (csb.gov.hk).

Applications which are late, incomplete, submitted by fax or email, not made in the prescribed form, or unclear from your statements that you have met the entry requirements for this post will **not** be considered.

Candidates who are invited to attend the selection interview will normally receive an invitation by email in about 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 5428

Closing Date for Application: 29 November 2024

Newspaper(s) Advertised (with date):

**Ming Pao Daily News (15 November 2024) and
South China Morning Post (16 November 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 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) Civil service vacancies information contained in this column is also available on the GovHK on the Internet at gov.hk, the “Government Vacancies” Mobile Application at Google Play/ Apple App Store/ Huawei AppGallery and the Housing Department on the Internet at housingauthority.gov.hk.
- (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.
- (k) 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.