

Contract Statistical Officer II

[Salary: \$22,145 to \$32,105 plus 10% Year-end Incentive Payment]

* Successful candidate will be offered with continuous employment till reaching the prevailing retirement age upon passing the probationary period.

Main Duties:

The main duties of a Contract Statistical Officer II are as follows –

- (a) to assist in conducting research studies by using statistical computing packages and collating statistics from various sources;
- (b) to assist in conducting statistical surveys by taking up such jobs as sample selection, questionnaire design, implementation of quality control measures, editing of questionnaires, preparation of tabulations, data collection by interviewing survey respondents and liaison with the project teams of private research companies for contract-out surveys;
- (c) to assist in developing and running statistical models;
- (d) to compile statistics by preparing data files / data sets from the Housing Department's centralised information system and / or other information systems;
- (e) to compile statistical tables and charts; and
- (f) to assist in analysis of statistical data.

Entry Requirements:

Candidates should have –

- (a) (i) an Ordinary Certificate in Statistics from the Hong Kong Statistical Society, or equivalent, with two years' practical experience in statistical work; or
- (ii) a Higher Certificate in Statistics from the Hong Kong Statistical Society, or equivalent; or
- (iii) an accredited associate degree or higher diploma in Statistics Data Science, or a related field from a recognised post-secondary institution in Hong Kong, or equivalent; **AND**

- (b) 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, or equivalent. For this recruitment exercise, “Grade E” in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 are accepted administratively as comparable to “Level 2” in Chinese Language and English Language in the 2007 HKCEE and henceforth.

Notes: (a) Candidates who have a recognised degree or sub-degree in programmes with Statistics will also be considered.

(b) Candidates are required to attend a written test and interview for consideration of appointment.

(c) Knowledge on statistical computer software (e.g. SAS, EXCEL) will be an advantage.

Terms of Appointment:

The appointment will be on Housing Authority regular terms of employment, with continuous employment being offered till an employee reaches the prevailing retirement age upon passing the probationary period. A competitive pay package, which is commensurate with the employee’s qualification and experience, will be offered. On top of the base salary, the employee may receive a year-end incentive payment at 10% of the total base salary received upon satisfactory completion of every full year of service. An employee who has completed no less than six months of service by the end of the first calendar year of his/ her employment may also receive a year-end incentive payment calculated on a pro-rata basis. 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.

Closing Date for Application: 27 June 2025

How to Apply:

Application form [HD917 (Rev. 2024)] is obtainable from—

- (i) 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;
- (ii) the [Hong Kong Housing Authority website](#) ; or
- (iii) 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 –

- (a) certificates and transcripts;
- (b) resumé showing detailed job descriptions of all current and previous employment; and
- (c) support documents of working experience (if applicable)

must be submitted on or before the closing date for application **via one of the following means** –

By post – Please submit to the postal address below and specify “Application for the post of Contract Statistical Officer II” 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 the Hong Kong Housing Authority and will be returned to the sender or disposed of by the Hongkong Post, where appropriate. The applicant will bear any consequences arising from not paying sufficient postage. The first postmark date on the envelope will be regarded as the date of submission of the application form and / or copies of supporting documents.

Online submission – Online application can also be made through:

- (1) [the GovHK](#) ;
- (2) [the Hong Kong Housing Authority website](#); or
- (3) [iAM Smart](#)

Candidates who apply online should submit all copies of (a), (b) and (c) above to the postal address below **within one week after close of application**. Please specify “Application for the post of Contract Statistical Officer II” on the envelope, and the reference code should be quoted on the envelope and the copies of supporting documents, and the reference code should be quoted on the envelope and the copies of supporting documents.

In person – You may also submit your application form and supporting documents to the application drop-in box located at the reception counters at the atrium of the Housing Authority Headquarters, 33 Fat Kwong Street, Kowloon, Hong Kong.

Applications will be processed according to the academic qualifications attained and working experience obtained by the applicant by the closing date for application. Where a large number of candidates meet the specified entry requirements, the shortlisting criteria may be devised to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend the interview.

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. As we may contact the applicants by the mailing address, email address or telephone number provided on the application form, please provide clear and correct contact information. Candidates who are not invited for interview may assume that their applications are unsuccessful.

Postal Address and Enquiry Telephone:

Appointments Sub-section, Hong Kong Housing Authority, 3/F, Block 2, Housing Authority Headquarters, 33 Fat Kwong Street, Ho Man Tin, Kowloon

(Enquiries: Mr HO at 2761 6169)