

## Civil Service Vacancy

### HOUSING DEPARTMENT

#### Senior Artisan

**Salary :** Master Pay Scale Point 8 (\$23,585) to Master Pay Scale Point 10 (\$26,590) per month

**Entry Requirements :** Candidates should – (a) have completed Primary 6 education, or equivalent; (b) have completed an approved course of training in or related to one of the following fields – (i) minor repairs; (ii) tree maintenance; or (iii) horticultural work; (c) have at least 7 years’ practical experience in or related to one of the types of work stated in (b); (d) be able to communicate in Cantonese/ Chinese and simple English, read simple Chinese and simple English, and write simple Chinese or simple English; and (e) have a pass result in the Basic Law and National Security Law Test (“BLNST”).

**Note :**

1. Candidates will be required to pass a trade test.
2. All qualifications and working experience required should be obtained on or before the closing date for application.

**Duties :** A Senior Artisan is mainly deployed on (a) supervising Artisans on minor maintenance and repair works, drafting duty roster, examining daily repair reports, and distributing minor repair works; (b) undertaking estate minor repair/ maintenance works; (c) assisting in checking and monitoring the performance of service contractors to ensure that the tree assessment and remedial works are satisfactorily completed, and assisting in operating tree assessment equipment; (d) providing field support on tree and horticultural issues, and assisting in organising tree planting and other tree/ horticultural-related activities; and (e) carrying out maintenance of tools and equipment, and training of Artisans and frontline staff.

**Note :**

A Senior Artisan is required to wear uniform and may be required to perform emergency and stand-by duties.

**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.

## **Basic Law and National Security Law Test**

All applicants for civil service jobs will be assessed on their knowledge of the BLNST. 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.

**Contact Address and Enquiry Telephone :** Appointments Sub-section, Housing Department, 3/F, Block 2, Housing Authority Headquarters, 33 Fat Kwong Street, Ho Man Tin, Kowloon (Enquiries: 2761 6566).

**Closing Date for Application : 3 April 2026**

### **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 trade test.
- (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 trade test 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](http://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. Holders of such qualifications **should** submit copies of their official transcripts and certificates by mail to the aforementioned contact address.
- (j) Civil service vacancies information contained in this column is also available on the GovHK on the Internet at [gov.hk](http://gov.hk), the “Government Vacancies” Mobile Application and the Hong Kong Housing Authority/ Housing Department on the Internet at [housingauthority.gov.hk](http://housingauthority.gov.hk).
- (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 :** Applicants are encouraged to apply through the **G.F. 340 Online Application System of the Civil Service Bureau** ([csb.gov.hk](http://csb.gov.hk)). For applicants who apply on-line, they should **submit copies of (i) certificates and transcripts in support of the completion of relevant approved training courses; (ii) supporting documents for academic qualifications (only for those NOT obtained from Hong Kong institutions/ Hong Kong Examinations and Assessment Authority; and (iii) supporting documents for working experience** by post to the contact address **on or before 10 April 2026**. Please specify “**Application for Senior Artisan**” on the envelope. The on-line application number should be quoted on the envelope and on every page of the copies of supporting documents.

Applicants **can consider submitting hardcopy application forms** [G.F. 340 (Rev. 7/2023)] which can be 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 ([csb.gov.hk](http://csb.gov.hk)). 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, qualification attainment and working experience they have attained by the closing date for application (i.e. **3 April 2026**).

Applications submitted **in person or by post**, together with **the copies of related supporting documents stated in the above paragraph**, should reach the contact address on or before the closing date for application (i.e. **3 April 2026**). Please specify “**Application for Senior Artisan**” on the envelope. To avoid delay 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.

Applications which fail to provide the supporting documents as requested within the stipulated one-week period, or 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 email or fax **will not be considered**.

**Applicants are encouraged to provide their e-mail addresses on the application forms.** Candidates who are selected for trade test will normally receive an invitation (by e-mail or by post) in about eight to ten weeks from the closing date for application. Those who are not invited for trade test may assume that their applications are unsuccessful.