

## Civil Service Vacancy

### HOUSING DEPARTMENT

#### Assistant Building Services Inspector

**Salary:** Master Pay Scale Point 13 (\$31,795 per month) to Master Pay Scale Point 23 (\$51,545 per month)

**Entry Requirements:** Candidates should have (a) a Diploma or Higher Certificate in Electrical Engineering, Mechanical Engineering, Electrical Installation and Building Services, or Building Services Engineering from a Hong Kong polytechnic university/polytechnic, the Hong Kong Institute of Vocational Education or technical institute/technical college, or equivalent; (b) three years' relevant post-qualification experience in building services installation and maintenance works; (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 (HKDSEE) or the Hong Kong Certificate of Education Examination (HKCEE), or equivalent [see Note (1)]; and (d) have a pass result in the Basic Law and National Security Law Test (BLNST) [see Note (2)].

**Note:**

1. For civil service appointment purpose, "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.
2. 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 Building Services Inspector is mainly deployed to (a) assist in the supervision of building services installation and maintenance works carried out under contracts for buildings under the Housing Authority's purview; and (b) supervise junior site staff and contractors.

## **Terms of Appointment:**

A new recruit will normally 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.

## **Closing Date for Application: 8 May 2026**

## **How to Apply:**

Applicants must apply online through the G.F. 340 Online Application System of the Civil Service Bureau ([csb.gov.hk](http://csb.gov.hk)) not later than the **Closing Date for Application**.

Applicants are required to submit copies of (1) official transcripts and certificates of academic/ professional qualifications (including copies of certificates and transcripts showing the results achieved in Chinese and English languages); (2) supporting documents of working experience [e.g. current employment contract/ letter and official proof of previous employment record(s) showing the position(s), employment commencement date(s) & end date(s)]; and (3) result notification letter or electronic result certificates of Basic Law and National Security Law Test (if any) (in PDF format) by email to [absi2026-supportingdocs@housingauthority.gov.hk](mailto:absi2026-supportingdocs@housingauthority.gov.hk) on or before the **Closing Date for Application**. Please quote “**Application for the post of Assistant Building Services Inspector**” and your **on-line application number** on the subject of email, file name of the supporting documents and each page of the copies of the supporting documents.

Applications will be processed according to the academic and technical qualifications attained by the applicant by the closing date for application. 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.

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. Candidates who are selected for interview will normally receive an invitation by email 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.

## **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: Miss Tam at 2761 6614).

## 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 [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. They should submit copies of their official transcripts and certificates by email ([absi2026-supportingdocs@housingauthority.gov.hk](mailto:absi2026-supportingdocs@housingauthority.gov.hk)).
- (j) Civil service vacancies information contained in this column is also available on the GovHK on the Internet at [gov.hk](http://gov.hk) and the Housing Department on the Internet at [housingauthority.gov.hk](http://housingauthority.gov.hk).
- (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.