

Recruitment Advertisement for Non-Civil Service Vacancy

Housing Bureau

NCSC Senior Executive Assistant

Salary: HK\$44,765 per month

Entry Requirements:

Candidates should have -

- (a) a Hong Kong bachelor's degree, or equivalent;
- (b) good command of written and spoken Chinese and English, with "Level 2" in the two language papers (Use of Chinese (UC) and Use of English (UE)) in the Common Recruitment Examination (CRE) or equivalent [see Note]; and
- (c) at least 5 years of full-time working experience in public administration or related areas comparable to Executive Officer II (e.g. managerial / executive role).

Preference will be given to candidates who have more relevant work experience in the field (including administration, staff management, finance management, complaints handling, IT support, direct service to public, etc). Your application will NOT be considered if your qualifications do not fully meet any of the entry requirements (a) to (c) by the closing date for application.

Note:

1. Level 5 or above in English Language of the Hong Kong Diploma of Secondary Education Examination (HKDSEE) is accepted as equivalent to Level 2 in the UE paper of the CRE, and Level 5 or above in Chinese Language of the HKDSEE is accepted as equivalent to Level 2 in the UC paper of the CRE;
2. Grade C or above in UE of the Hong Kong Advanced Level Examination (HKALE) or in English Language of the General Certificate of Education (Advanced Level) (GCE A Level) is accepted as equivalent to Level 2 in the Use of English (UE) paper of the CRE, and Grade C or above in Chinese Language and Culture or Chinese Language and Literature of the HKALE is accepted as equivalent to Level 2 in the UC paper of the CRE.

Main Duties:

1. To oversee daily general office administration work;
2. To oversee the operations of the public enquiry counter, handling of enquiries and

complaints;

3. To provide secretariat and executive services to the office, draft documents and correspondence as required, and assist in organising training and promotion activities, and meetings with stakeholders;
4. To consolidate periodical reports/statistical returns on enquiries/ complaints;
5. To supervise and oversee the works of clerical staff / agency workers; and
6. To perform any other duties as assigned by senior officers.

Terms of Appointment:

Successful candidates will be employed on non-civil service contract terms for a period of one year. Renewal of contract will be subject to the service needs of Housing Bureau and the performance of the candidates.

Fringe Benefits:

A gratuity may be granted upon satisfactory completion of the full contract period with consistently high standard of performance and conduct. The amount of gratuity payable will be the sum which, when added to the Government's contribution to a Mandatory Provident Fund ("MPF") scheme as required by the MPF Schemes Ordinance, equals 15% of the total basic salary drawn during the contract period. The benefits in respect of rest days, statutory holidays, annual leave, maternity leave or paternity leave, sickness allowance, where appropriate, will be granted in accordance with the provisions of the Employment Ordinance and confirmed at the time of the offer of appointment.

Closing Date for Application: 22 May 2026

How to Apply:

Applicants must apply online through the G.F. 340 Online Application System of the Civil Service Bureau (<https://www.csb.gov.hk>) not later than the **Closing date for Application**.

Applicants are required to submit copies of (1) résumé showing detailed job descriptions of all current and previous employment; (2) supporting documents of relevant working experience in support of meeting the entry requirement (c) [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) transcripts and certificates in

support of the academic qualifications (including copies of certificates and transcripts showing the results achieved in Chinese and English languages) (in PDF format) by email to ncscsea2026-supportingdocs@housingauthority.gov.hk on or before the **Closing Date for Application**. Please quote “**Application for the post of NCSC Senior Executive Assistant**” 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 qualifications attained and working experience obtained 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, Hong Kong Housing Authority, 3/F, Block 2, Housing Authority Headquarters, 33 Fat Kwong Street, Ho Man Tin, Kowloon
(Enquiries: Miss Leung at 2761 6192)

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) Non-civil service vacancies are not posts on the civil service establishment. Candidates appointed are not on civil service terms of appointment and conditions of service. Candidates appointed are not civil servants and will not be eligible for posting, promotion or transfer to any posts in the Civil Service.
- (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) Where a large number of candidates meet the specified entry requirements, the

recruiting bureau/ 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 selection interview.

- (f) It is the Government policy to place people with disabilities 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. Candidates who have declared disabilities found suitable for appointment may be given an appropriate degree of preference over other candidates 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 <https://www.csb.gov.hk> under “Administration of the Civil Service – Appointments”
- (g) 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 (ncscsea2026-supportingdocs@housingauthority.gov.hk).
- (h) Towards the application deadline, the 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.