Civil Service Vacancy

HOUSING DEPARTMENT

Architect

Salary : Master Pay Scale Point 32 ($72,225 per month) to Master Pay Scale Point 44 ($112,925 per month)

Entry Requirements : Candidates should (a) be Members of the Hong Kong Institute of Architects (HKIA), or equivalent, and be Registered Architects of the Hong Kong Architects Registration Board; (b) have a pass result in the Aptitude Test in the Common Recruitment Examination (CRE); (c) have met the language proficiency requirements of Level 1 results in the two language papers (Use of Chinese and Use of English) in the CRE, or equivalent [See Note (2)]; and (d) a pass result in the Basic Law and National Security Law Test (BLNST) [See Note (3)].

Notes:

(1) All qualifications and working experience required should be obtained on or before the closing date for application.

(2) The results of the Use of Chinese (UC) and Use of English (UE) papers in the CRE are classified as Level 2, Level 1 or Fail, with Level 2 being the highest.

For civil service appointment purpose, Level 5 or above in Chinese Language of the Hong Kong Diploma of Secondary Education Examination (HKDSEE); or Grade C or above in Chinese Language and Culture or Chinese Language and Literature of the Hong Kong Advanced Level Examination (HKALE), are accepted as equivalent to Level 2 in the UC paper of the CRE. Level 4 in Chinese Language of the HKDSEE; or Grade D in Chinese Language and Culture or Chinese Language and Literature of the HKALE, are accepted as equivalent to Level 1 in the UC paper of the CRE.

Level 5 or above in English Language of the HKDSEE; or Grade C or above in Use of English of the HKALE; or Grade C or above in English Language of the General Certificate of Education (Advanced Level) (GCE A Level), are accepted as equivalent to Level 2 in the UE paper of the CRE. Level 4 in English Language of the HKDSEE; or Grade D in Use of English of the HKALE; or Grade D in English Language of the GCE A Level, are accepted as equivalent to Level 1 in the UE paper of the CRE.

Applicants with an overall band of 6.5 or above with no subtest score below band 6 obtained in the same sitting in the Academic Module of the International English Language Testing System (IELTS) within the two-year validity period of the test result are accepted as equivalent to Level 2 in the UE paper of the CRE. The IELTS test result must be valid on any date during the application period.

(3) 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 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.

Duties : An Architect is mainly deployed on (a) performing project management, design and contract administration duties, including feasibility studies, site planning, scheme design, detailed designs, working drawings, tender documentation, project budgets and briefs, and supervising and administrating contracts for building projects and final accounts under the Housing Authority's purview; (b) appointing and managing consultants and service providers, co-ordinating works related to the planning, design and construction and post construction of public housing projects; (c) performing building control duties with associated emergency service duties; (d) developing and implementing list management and procurement practices within the department, providing central support function for public housing development, such as related tasks on design and standard, Building Information Model, site safety and environmental issues and audit; and (e) supervising the work of supporting technical and site staff.

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.

Contact Address and Enquiry Tel. No. : Appointments Sub-section, Housing Department, 3/F, Block 2, Housing Authority Headquarters, 33 Fat Kwong Street, Ho Man Tin, Kowloon (Tel.: 2761 6573).

Closing Date for Application : 9 December 2022

Newspapers Advertised (with date) : Ming Pao (25 November 2022) and South China Morning Post (26 November 2022 and 3 December 2022)

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 http://www.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 post to the above contact address.

(j) Civil service vacancies information contained in this column is also available on the GovHK and the Housing Department on the Internet at http://www.gov.hk and http://www.housingauthority.gov.hk respectively.

(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 : Application Forms (G.F. 340 [(Rev. 3/2013)]) 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 (http://www.csb.gov.hk).

Completed forms, together with copies of ***(a)* certificates and transcripts in support of the academic and professional qualifications; *(b)* CRE results, and *(c)* support documents of working experience**, should reach the Appointments Sub-section in the

Housing Department (see the above contact address) **on or before 9 December 2022. Please specify "Application for the post of Architect" on the envelope. To avoid 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. An applicant will bear any consequences arising from not paying sufficient postage.**

Online application can also be made through the Civil Service Bureau's website (http://www.csb.gov.hk). Candidates who apply online should submit copies of ***(a)*** **certificates and transcripts in support of the academic and professional qualifications;** ***(b)*** **CRE results; and** ***(c)*** **support documents of working experience to the above contact address on or before 16 December 2022**. The online application number should be quoted on the envelope and the copies of supporting documents.

Your application will NOT be considered if late, incomplete, submitted by means other than those mentioned in the preceding paragraphs, if you fail to provide in G.F. 340 the information and the supporting documents as required for consideration of your application or if it is not clear from your statements that you have met the entry requirements for this post.

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