

Civil Service Vacancy

HOUSING DEPARTMENT

Assistant Planning Officer

Salary : Master Pay Scale Point 18 (\$40,620 per month) to Master Pay Scale Point 27 (\$61,865 per month)

Entry Requirements : Candidates should have (a)(i) a town planning degree/ diploma from a Hong Kong university recognised by the Hong Kong Institute of Planners (HKIP); or (ii) a town planning degree/ diploma and an exemption from Part I and a pass in Part II of the HKIP Qualifying Examination (QE); or (iii) a town planning degree/ diploma and a pass in Part I and Part II of the HKIP QE; (b) at least 2 years' appropriate post-degree/ diploma experience in the planning field (see *Notes (1) and (2)*); (c) a pass result in the Aptitude Test in the Common Recruitment Examination (CRE) (see *Note (3)*); (d) met the language proficiency requirements of "Level 2" results in the two language papers (Use of Chinese and Use of English) in the CRE, or equivalent (see *Note (4)*); and (e) a pass result in the Basic Law and National Security Law Test (BLNST) (see *Note (5)*).

Notes :

- (1) Candidates who are expected to attain the requisite working experience by 31 October 2024 may also apply; if selected, appointment will be subject to their obtaining the requisite working experience by 31 October 2024. Other qualifications required should be obtained on or before the closing date for application.
- (2) Candidates who at the time of appointment (i) are Corporate Members of the Hong Kong Institute of Planners (HKIP); or Corporate Members of other professional town planning institutes recognised by the Director of Housing and have a pass in Part II of the HKIP Qualifying Examination; and (ii) have one year or more of the appropriate post-corporate membership experience will **NOT** be considered for the Assistant Planning Officer post. Successful candidates will be required to make a declaration to that effect.
- (3) Apart from the CRE, applicants may be required to sit an Assistant Planning Officer recruitment written examination conducted by the department. Only those who have passed the examination will be further considered for the selection interview.
- (4) 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.

- (5) 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 Assistant Planning Officer is mainly deployed on (a) assisting in searching and identifying suitable sites, conducting site potential studies and preparing development parameters for public housing development under the Hong Kong Housing Authority's purview; (b) assisting in reviewing and updating programmes for public housing production and redevelopment; (c) assisting in monitoring and reviewing planning standards related to public housing and conducting planning-related researches and reviews; (d) assisting in providing input to all district planning matters relating to public housing development; and (e) performing any other associated duties as required such as assisting in project management, design and contract administration duties.

Terms of Appointment : A new recruit will normally be appointed on civil service probationary terms for three years or the time taken for him/ her to obtain the requisite professional qualification, whichever is the later and subject to a maximum of five 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 : 18 October 2024

Newspapers Advertised : Ming Pao (4 October 2024) and South China Morning Post (5 October 2024 and 12 October 2024)

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. 7/2023)] are 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 (<http://www.csb.gov.hk>).

The new version of application form for Government jobs [G.F. 340 (Rev. 7/2023)] has been in use with effect from 26 July 2023. Candidates who apply for Government jobs advertised on or after 26 July 2023 should use the new [G.F. 340 (Rev. 7/2023)]. If candidates submit the old version form [G.F. 340 (Rev. 3/2013)], they will be required to fill in the new [G.F. 340 (Rev. 7/2023)] afresh and submit it within seven days upon request. If candidates fail to submit the new [G.F. 340 (Rev. 7/2023)] within the stipulated deadline, their applications will not be processed further.

Completed forms, together with copies of (a) certificates and transcripts in support of the academic qualifications, (b) CRE results, and (c) support documents of working experience, should reach the Appointments Sub-section of the Housing Department (see the above contact address) **on or before 18 October 2024**. Please specify **“Application for the post of Assistant Planning Officer”** on the envelope. The postmark date on the envelope will be regarded as the date of submission of application and/ or supporting documents, if applicable. To avoid delayed 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.

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 qualifications, (b) CRE results, and (c) support documents of working experience to the above contact address **on or before 25 October 2024**. The online application number should be quoted on the envelope and the copies of the supporting documents. Please note that applications with no copies of supporting documents will not be considered further.

Your application will NOT be considered if late, incomplete, submitted by fax or email, 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.