

Job Title:	Assistant Divisional Officer (Physical Education)
Salary:	General Disciplined Services (Officer) Pay Scale Point 27 (\$76,165) per month to General Disciplined Services (Officer) Pay Scale Point 32 (\$91,540) per month.
Entry Requirements:	<p>(1) (i) have a bachelor's degree in Education major in Physical Education from a Hong Kong university, or equivalent; or (ii) a Teacher's Certificate from a Hong Kong College of Education, or a Certificate in Education from Hong Kong Institute of Education, obtained after a 2-year / 3-year full-time training course with Physical Education as an elective subject, or equivalent;</p> <p>(2) have 8 years' work experience in the relevant field with at least 2 years' experience of physical training, managing and supervising operational personnel in disciplined services;</p> <p>(3) meet the language proficiency requirements of Level 2 ^{Note (a)} 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; and</p> <p>(4) be able to speak fluent English and Cantonese.</p>
Notes : (incl. BL Knowledge Assessment)	<p>(a) For civil service appointment purpose, Grade C and Grade E in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 are accepted administratively as comparable to Level 3 and Level 2 respectively in Chinese Language and English Language in the 2007 HKCEE and henceforth.</p> <p>(b) By the closing day of the application period (i.e. 12 March 2015), applicants must possess the relevant academic qualifications set out above.</p> <p>(c) 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 the selection interview.</p> <p>(d) For the purpose of heightening public awareness of the Basic Law (BL) and promoting a culture of learning of BL in the community, assessment of BL knowledge will be included in the recruitment for all civil service jobs. Candidates who are invited to attend the recruitment interview will be assessed on their BL knowledge through a written test to be conducted immediately before or after the recruitment interview. The BL test result will be one of the considerations to assess the suitability of a candidate.</p>
Duties:	An Assistant Divisional Officer (Physical Education) is mainly deployed on (1) the overall management of the Physical Training Establishment; (2) maintaining and enhancing the physical efficiency of all Service personnel by means such as formulating and managing the annual Physical Fitness Assessment and remedial fitness courses/programmes for personnel who are below the required standards, arranging physical fitness programmes at fire services units, and designing comprehensive physical tests and measurements for recruitment exercise; (3) formulating and implementing policies on physical education matters in respect of all operational personnel; (4) undertaking regular studies and evaluation of the physical fitness requirements for all Service personnel to meet their operational commitments; and (5) representing the Department in Government's initiatives for promotion of physical fitness, recreation and sports for the general public, as well as liaising with and assisting, on behalf of the Department, various national sporting bodies in the continued promotion of sports at all levels. [Note: Subject to discipline; is required to wear uniform and may be required to perform "on-call" duties.]
Terms of Appointment:	New recruits will be appointed on prevailing probationary terms for 3 years and may be considered for appointment on the prevailing permanent terms upon satisfactory completion of the probationary period. Before passage of probation bar, appointees should be subject to satisfactory completion of service, fulfilment of the requirements of the grade and service need.
Fringe Benefit:	Fringe benefits include paid leave, medical and dental benefits, and where appropriate, housing assistance.
Enquiry Address:	Recruitment Section, 8/F, Fire Services Headquarters Building, 1 Hong Chong Road, Tsim Sha Tsui East, Kowloon.
Enquiry Telephone:	2733 7673
Closing Date: (dd/mm/yyyy)	12/3/2015
Newspaper(s) Advertised and	Ming Pao on 27 February 2015 & 6 March 2015. South China Morning Post on 28 February 2015 & 7 March 2015.

Date(s):	
General Notes:	<p>(1) 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.</p> <p>(2) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.</p> <p>(3) 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.</p> <p>(4) 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 and work experience supporting documents by mail together with the application form to the Recruitment Section, 8/F, Fire Services Headquarters Building, 1 Hong Chong Road, Tsim Sha Tsui East, Kowloon.</p> <p>(5) 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.</p> <p>(6) The information on the maximum pay point is for reference only and it may be subject to changes.</p> <p>(7) Candidates who are selected for the interview will normally receive an invitation in about six to eight weeks from the closing date of applications. Those who are not invited for the interview may assume that their applications are unsuccessful.</p> <p>(8) 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 without being subject to further shortlisting.</p>
How to Apply:	<p>(1) Candidates may apply: (a) by submitting the completed application form [G.F.340 (Rev. 3/2013)], together with copies of work experience supporting documents, by hand to the drop box provided at G/F, Fire Services Headquarters Building, 1 Hong Chong Road, Tsim Sha Tsui East, Kowloon (opening hours during recruiting period: Monday to Friday(except public holiday) – 9:00 am to 6:30 pm); or (b) by post, forwarding a completed application form [G.F.340 (Rev. 3/2013)], together with copies of work experience supporting documents, to the Recruitment Section, 8/F, Fire Services Headquarters Building, 1 Hong Chong Road, Tsim Sha Tsui East, Kowloon; or (c) by on-line application through Civil Service Bureau's website (http://www.csb.gov.hk). Towards the application deadline, on-line system would likely be overloaded due to large volume of applications. To ensure timely completion of on-line application, it is advisable for candidates to submit their applications as early as possible. Work experience supporting documents should be sent by mail, within one week after close of application period to the above address, and the online application number should be quoted on the envelope and the copies of supporting documents.</p> <p>(2) Application forms [G.F.340 (Rev. 3/2013)] are obtainable from any fire stations or ambulance depots, Public Enquiry Service Centres of District Offices, Home Affairs Department and 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).</p> <p>(3) All applications must be submitted in accordance with the aforesaid methods. Applications which are incomplete, late, submitted through other means or not accompanied by copies of supporting documents as requested will not be considered.</p>
Application via Internet:	Apply