

Fire Services Department (Non-Civil Service Vacancy)

Contract Building Plan Processing Officer (Full-time)

(Salary: HK \$39,030 per month)

Entry Requirements:

The candidate should –

- (1) have 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 and Level 2 / Grade E or above in 3 other subjects in the HKDSEE or HKCEE, or equivalent (See Note 1);
- (2) possess not less than 10 years of practical experience in firefighting and administering the legislations in relation to Fire Services with not less than 3 years in processing building plan submissions (See Note 2); and
- (3) possess general office computer skills.

Note1: '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.

Note2: Candidates with relevant experience in local or other metropolitan fire brigade will be an advantage.

Duties and Responsibilities:

- (1) To be responsible for processing plan submissions in respect of new buildings and additional & alteration (A & A) works to existing buildings;
- (2) To formulate fire safety requirements in respect of new buildings and all alterations to existing buildings;
- (3) To attend meeting with other Government Departments, authorized persons and consultants and give advice on building fire protection measures / requirements;
- (4) To collect and analyze information and data in relation to new technology and design concepts in building fire protection;
- (5) To perform administration work / paper work in the New Projects Division; and
- (6) To perform any other duties relating to fire safety matters as directed by supervisors.

Terms of Appointment:

Successful candidates will be appointed on non-civil service contract terms for one year.

Selected candidate will be required to work 44 hours per week including meal breaks. The working hours are regular ranging from 0830 hours to 1718 hours or from 0857 hours to 1745 hours from Monday to Friday, subject to the arrangement of the supervisors.

Fringe Benefits:

(a) An end-of contract gratuity may be granted upon satisfactory completion of the full contract period with consistently high standard of performance and conduct. The amount of the 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 (Cap.485), equals to 15% of the total basic salary drawn during the contract period; (b) 10 days' annual leave under a continuous contract of employment for every 12 months. Rest days, statutory holidays (or substituted holidays), maternity / paternity leave, sickness allowance, where appropriate, will be granted in line with the provisions under the Employment Ordinance and the contract terms.

How to Apply:

All completed application forms [G.F. 340 (Rev. 3/2013)] together with the applicants' curriculum vitae, documentary proof of relevant working experience and copies of official transcripts and certificates should be sent to the address indicated below on or before the closing date for application. The curriculum vitae should include detailed description of previous employment records as well as a detailed account of the relevant experience and skills. Please mark on envelope the title of the job under application. **Applications which are incomplete or late will not be considered.**

Application Forms [G.F. 340 (Rev. 3/2013)] are obtainable from any Public Enquiry Service 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>). Candidates who are selected for interview will normally receive an invitation 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.

Address and Enquiry Telephone No.:

Appointments Registry, 8/F Fire Services Headquarters Building, 1 Hong Chong Road, Tsim Sha Tsui East, Kowloon (Enquiry Telephone No.: 2733 7519)

Closing Date for Application: 1 September 2014

General Notes:

- (a) 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.
- (b) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.
- (c) 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.
- (d) 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.
- (e) 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.
- (f) 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.
- (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 mail to the above address.