

Fire Services Department (Non-Civil Service Contract Vacancy)

Contract Workman (Full-time)

(Salary: HK \$11,000 per month)

General Entry Requirements:

The candidate should -

- (1) be able to communicate in Cantonese/Chinese and simple English;
- (2) be able to read simple Chinese and simple English;
- (3) be able to write simple Chinese or simple English; and
- (4) be a permanent resident of the Hong Kong Special Administrative Region.

Note 1: Candidates will be required to pass a trade test.

Note 2: Candidates with full-time relevant work experience will be an advantage.

Duties and Responsibilities:

Mainly deployed on -

- (1) manual labour work, including general cleaning and disinfection work, entry control and moving office furniture, stores and equipment, etc;
- (2) messengerial duties, including indoor and outdoor collection and delivery of documents and other articles, etc.; and
- (3) simple office duties, including manning of office reception counters, photocopying, sorting and faxing of documents, mailing letters, pantry services, etc.

Remarks:

- (1) Required to work 45 hours net per week. (May be required to work irregular hours and shifts (including Saturdays, Sundays and Public Holidays); and perform emergency relief duties and outdoor duties.)
- (2) Successful candidates may be posted to work in any office, fire station or ambulance depot of the Fire Services Department (including remote areas and outlying islands).

Terms of Appointment:

Successful candidate will be appointed on non-civil service contract terms for 12 months from the date of appointment. Selected candidates will be required to work for 45 hours net per week (including Saturdays, Sundays and Public Holidays), subject to the arrangement of the supervisors.

Fringe Benefits:

10 days' annual leave under a continuous contract of employment for every 12 months. For employee whose contract period is less than 12 months, his / her number of days of paid annual leave will be calculated on a pro rata basis. 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:

Applicants should list in detail the relevant academic attainments and working experiences in the application form [G.F. 340 (Rev. 3/2013)]. **Completed application form together with copies of documentary proof of possession of relevant working experiences should be sent to the enquiry address indicated below on or before the closing date for application.** Please mark on envelope the title of the job applied for. The postmark date on the envelope will be regarded as the date of application. Please ensure that the correct address is clearly printed or written on the envelope and sufficient postage is affixed before posting so as to avoid unsuccessful delivery of application. Any underpaid mail items will be returned or disposed of by the Hongkong Post. On-line application can also be made through the Civil Service Bureau's website (<http://www.csb.gov.hk>). **Applicants using on-line applications should separately send their copies of documentary proof of working experience within one week from the closing date of the application to the enquiry address below. Applications not made in the prescribed form or which are incomplete or late will not be considered.**

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>). Candidates who are selected for trade test/interview will normally receive an invitation in about two to four weeks from the closing date for application. Invitation will be issued via email. Please ensure email address is properly provided. Those who are not invited for trade test/interview may assume that their applications are unsuccessful.

Enquiry Address and Telephone No.:

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

Closing Date for Application: 12 June 2020

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 requirements 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 trade test/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 trade test/interview 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”.

(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 enquiry address.

(h) Towards the application deadline, the 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.