

Fire Services Department (Non-Civil Service Contract Vacancy)

Contract Business Assistant (Part-time)

(Salary: HK\$104 per hour)

Entry Requirements:

The candidate should –

- (1) (i) have Level 2 or equivalent (Note 1) or above in five subjects including Mathematics in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) (Note 2), or equivalent; or
- (ii) have Level 2 (Note 3) / Grade E or above in five subjects including Mathematics in the Hong Kong Certificate of Education Examination (HKCEE) (Note 2), or equivalent;
- (2) have met the language proficiency requirements of Level 2 (Note 3) or above in Chinese Language and English Language in the HKDSEE or HKCEE, or equivalent;
- (3) be proficient in computer applications including MS Excel, Word and PowerPoint;
- (4) be familiar with English and Chinese word processing; and
- (5) possess at least one year relevant full-time or part-time working experience (Note 4).

Note 1: For appointment purpose, “Attained” in Applied Learning subjects (subject to a maximum of two Applied Learning subjects), and Grade E in Other Language subjects in the HKDSEE are accepted as equivalent to Level 2 in the New Senior Secondary subjects in the HKDSEE.

Note 2: The subjects may include Chinese Language and English Language.

Note 3: For appointment purpose, “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.

Note 4: Working experience in government agencies or public-funded organisations will be an advantage.

Duties and Responsibilities:

- (1) To provide general business logistics and operational support and perform general office duties, including filing, typing, receipt and dispatch of documents, handling of incoming and outgoing correspondence, and data processing, collation and entry, etc.;
- (2) To assist in business, operational and human resources management;
- (3) To maintain and update departmental inventory records; and
- (4) To perform any other duties as assigned by senior officers.

Terms of Appointment:

Successful candidates will be appointed on non-civil service contract terms for six to twelve months from the date of appointment subject to review for further renewal.

Selected candidates will be required to work on a part-time basis and at a schedule arranged by supervisor subject to a maximum of 16.5 hours per week within 8:30 am to 5:45 pm from Mondays to Fridays and a minimum of 60 hours per month.

How to Apply:

- (1) **Applicants MUST submit application via the G.F. 340 (Rev. 7/2023) On-line Application System through the Civil Service Bureau's website (<http://www.csb.gov.hk>).** Only on-line applications will be accepted.
- (2) Copies of documentary proof of possession of the required academic qualifications (e.g. transcripts, certificates, etc.) and relevant working experiences should be submitted by email to **fsd_recruit@hkfsd.gov.hk** on or before the closing date of application. Please mark the email subject with the title of the applied job and your on-line application number. **If candidates fail to provide the supporting documents by email as requested on or before the closing date of application, their applications will not be considered.**
- (3) **All applications must be submitted in accordance with the aforesaid methods. Applications not made in the prescribed form or which are incomplete or late will not be considered.**
- (4) Candidates who are selected for interview will normally receive an invitation in about three to six weeks from the closing date for application. As invitation will be sent to applicants by email, applicants should provide an accurate email address in their application forms and check their emails if they receive an invitation. Those who are not invited for 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 5837)

Closing Date of Application: 8 July 2026

General Notes:

- (a) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment.
- (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) 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.
- (d) The 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) 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 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 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 email to **fsd_recruit@hkfsd.gov.hk** on or before the closing date of application.
- (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.