

Fire Services Department (Non-Civil Service Contract Vacancy)

Contract Office Executive (Part-time)

(Salary: HK \$352 per hour)

General Entry Requirements:

The candidate should -

- (1) hold a Hong Kong bachelor degree, or equivalent;
- (2) have attained Level 3 or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination or the Hong Kong Certificate of Education Examination (HKCEE), or equivalent (see Note 1);
- (3) have possessed a minimum of 8 years' full-time experience in office administration and executive work; and
- (4) be a permanent resident of the Hong Kong Special Administrative Region.

Note 1: For 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.

Note 2: Candidates with working experience in government agencies or public-funded organisations will be an advantage.

Duties and Responsibilities:

To provide executive support on general administrative and management duties in areas such as -

- (1) human and financial resources management;
- (2) office accommodation and building management;
- (3) project planning and development;
- (4) tendering and contracting out of non-core services of the Department and contract management;
- (5) planning and conducting recruitment exercises;
- (6) complaint handling;
- (7) providing secretarial support at meetings;
- (8) providing administrative support in updating departmental publications and manuals; and
- (9) any other duties as assigned by the supervisor.

Terms of Appointment:

Successful candidates will be appointed on non-civil service contract terms for 6 to 12 months from the date of appointment subject to review for further renewal. Normally, selected candidates will be required to work a maximum of 17.5 hours per week and a minimum of 60 hours per month subject to the arrangement of the supervisors.

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 the required academic qualifications (e.g. transcripts, certificates, etc.) and 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 official transcripts and certificates and documentary proof of working experience within one week from the closing date of the application to the enquiry address below. If candidates fail to provide the supporting documents as requested, their applications 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>). **Applications not made in the prescribed form or which are incomplete or late will not be considered.** Candidates who are selected for interview will normally receive an invitation in about four to eight 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 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 5850)

Closing Date for Application: 17 May 2021

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 the 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 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.