

## Civil Service Vacancy

### HOUSING DEPARTMENT

#### Technical Officer (Architectural)

**Salary :** Master Pay Scale Point 9 (\$ 14,890 per month) to Master Pay Scale Point 22 (\$29,235 per month) (*see Note (1)*)

**Entry Requirements :** Candidates should have (a) a Diploma or Higher Certificate in Building Studies from a Hong Kong polytechnic university/polytechnic, the Hong Kong Institute of Vocational Education or a technical institute/college, or equivalent; and (b) met the language proficiency requirements of Level 2 or above in Chinese Language and English Language in the Hong Kong Certificate of Education Examination (HKCEE), or equivalent (*see Note (2)*).

#### Notes:

1. Subject to the prevailing situation, candidates may be considered for the granting of increments with post-qualification experience in architectural works.
2. For civil service appointment purpose, 'Grade E' in Chinese Language and English Language (Syllabus B) in previous HKCEE is accepted administratively as comparable to 'Level 2' in Chinese Language and English Language in the 2007 HKCEE and henceforth.
3. 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.

**Duties :** A Technical Officer (Architectural) is mainly deployed on (a) preparing presentation, working drawings, plans, details and schedules; (b) carrying out computer-aided drafting; and (c) performing site checking, inspection and building control duties.

**Terms of Appointment :** A new appointee will be appointed on civil service probationary terms for a period of three years. Upon passage of probation bar, the officer may be appointed on a 3-year agreement prior to consideration for appointment on the prevailing permanent terms.

**How to Apply :** Application forms [G.F. 340 (Rev. 3/2008)] are obtainable from any Public Enquiry Service Centre of District Office, 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>). Completed forms, together with photocopies of certificates and transcripts in support of the academic and technical qualifications, and support documents of working

experience, should be sent to the specified address on or before the closing date for application. Please specify the title of the post being applied for on the envelope. On-line application can also be made through the Civil Service Bureau's website (<http://www.csb.gov.hk>). Candidates who apply online should submit photocopies of certificates and transcripts in support of the academic and technical qualifications, and support documents of working experience to the specified address on or before the closing date for application. (The online application number should be quoted on the envelope and on every page of the copies of the documents.) Applications which are not made in the prescribed form or incomplete or without the required supporting documents will not be considered. Candidates who are selected for interview will normally receive an invitation in about six to eight weeks from the closing date for applications. Those who are not invited for interview may assume that their applications are unsuccessful.

**Address and Enquiry Tel :** Appointments Sub-section, Housing Department, 3/F, Block 2, Housing Authority Headquarters, 33 Fat Kwong Street, Ho Man Tin, Kowloon (Enquiries: 2761 6570).

**Closing Date for Application :** 5 February 2010

**General Notes :** (a) 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. (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) The information on the maximum pay point is for reference only and may be subject to changes. (e) Fringe benefits include paid leave, medical and dental benefits, and where appropriate, assistance in housing. (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 enquiry address. (h) Civil service vacancies information contained in this column is also available on the GovHK and the Housing Department on the Internet at <http://www.gov.hk> and <http://www.housingauthority.gov.hk> respectively. (i) Towards the application deadline, our 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.