

Department: Official Receiver's Office

Job Title: Contract Executive Assistant

Salary : HK\$28,210 per month

Entry Requirements :

Candidates should have -

- (a) a bachelor's degree from a university in Hong Kong, or equivalent;
- (b) language proficiency that meets the requirements of Level 2 in "Use of Chinese" (UC) and "Use of English" (UE) in the Common Recruitment Examination (CRE) or equivalent [see *Notes (1) – (3)*];
- (c) at least two years' relevant post-degree full-time working experience, with experience in the Government/public sector organisations being an advantage [see *Note (4)*]; and
- (d) good computer knowledge, including the use of MS Office (Word, Excel and PowerPoint).

Note:

- (1) Level 5 or above in Chinese Language of the Hong Kong Diploma of Secondary Education Examination (HKDSEE); or Grade C or above in Chinese Language and Culture or Chinese Language and Literature of the Hong Kong Advanced Level Examination (HKALE), are accepted as equivalent to Level 2 in the UC paper of the CRE.*
- (2) Level 5 or above in English Language of the HKDSEE; or Grade C or above in Use of English of the HKALE; or Grade C or above in English Language of the General Certificate of Education (Advanced Level) (GCE A Level), are accepted as equivalent to Level 2 in the UE paper of the CRE.*
- (3) Applicants with an overall band of 6.5 or above with no subtest score below band 6 obtained in the same sitting in the Academic Module of the International English Language Testing System (IELTS) within the two-year validity period of the test result are accepted as equivalent to Level 2 in the UE paper of the CRE. The IELTS test result must be valid on any date during the application period (i.e. from 17 October 2024 to 31 October 2024).*
- (4) Candidates should state the nature and relevancy of their working experience.*

Duties :

To provide support in a wide range of executive functions including human resource management, departmental administration, general administration support, committee work, financial resource management, and to perform other duties as assigned.

Terms of Appointment :

Successful candidate will be appointed on non-civil service contract terms for a period of 12 months. The offer of further appointment beyond the existing contract is subject to the service need and the satisfactory performance and conduct of the appointee.

Fringe Benefits :

A gratuity will be granted if the contract is satisfactorily completed with a consistently high standard of performance and conduct. The gratuity, plus any contribution by the Government towards a mandatory provident fund as required by the Mandatory Provident Fund Schemes Ordinance, will be equal to 15% of the total basic salary drawn during the contract period.

Rest days, statutory holidays (or substituted holidays), maternity leave, paternity leave, sickness allowance, where appropriate, will be granted in line with the provisions of the Employment Ordinance. 12 days paid annual leave will be granted under a continuous contract of employment for every 12 months.

General Notes :

- (a) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.
- (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 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.
- (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 any further shortlisting criteria. 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 <https://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 below contact address.

How to apply :

- (a) Application Forms [G.F. 340 (Rev. 7/2023)] are obtainable from any Home Affairs Enquiry 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>). The new version of application form for Government jobs G.F. 340 (Rev. 7/2023) has been in use with effect from 26 July 2023. Candidates who apply for Government jobs advertised on or after 26 July 2023 should use the new G.F. 340 (Rev. 7/2023). If candidates submit the old version form [G.F. 340 (Rev. 3/2013)], they will be required to fill in the new G.F. 340 (Rev. 7/2023) afresh and submit it within seven days upon request. If candidates fail to submit the new G.F. 340 (Rev. 7/2023) within the stipulated deadline, their applications will not be processed further.
- (b) Completed application form [G.F. 340 (Rev. 7/2023)] together with a full Curriculum Vitae (C.V.), copies of certificates of public examinations, certificates of academic qualifications and employment proof as well as other supporting documents should reach the address specified below by post (the postmark date on the envelope will be regarded as the date of submission of application) or by hand on or before the closing date for application. Please specify the title of the post applying for on the envelope. Applicants should ensure that the correct address is clearly printed or written on the envelope and sufficient postage is affixed before posting to avoid unsuccessful delivery of application. Any underpaid mail items will be returned or disposed of by the Hongkong Post. The C.V. should include (i) the applicant's education background; (ii) gradings of the subjects taken in public examinations during secondary education (with dates of scoring the results); and (iii) job descriptions of all current and previous employment.
- (c) If applications are late or incomplete, or not made in the prescribed form, or submitted by fax or e-mail, or without copies of the relevant supporting documents, or if the relevant supporting documents are insufficient, such applications will NOT be considered.

(d) If no acknowledgement slip is received after ten working days from the closing date for application, please contact the Official Receiver's Office by phone at 2867 1005 immediately. Candidates who are selected for interview will normally receive an invitation in about eight weeks after the closing date for application. Those who are not invited for interview may assume that their applications are unsuccessful. For enquiries, please telephone 2867 1005.

Enquiry Address:

Personnel Registry, Official Receiver's Office, 10/F, High Block, Queensway Government Offices, 66 Queensway, Hong Kong

Enquiry Telephone: 2867 1005

Closing Date (dd/mm/yyyy) : 31/10/2024 18:00:00

Advertising Date on Internet: 17/10/2024