

## **RECRUITMENT ADVERTISEMENT FOR NON-CIVIL SERVICE VACANCY**

### **TRANSPORT DEPARTMENT**

#### **Part-time Transport Services Assistant**

**Entry pay :** \$56 per hour

**Entry Requirements :** (a) Attained Level 2 or above in Chinese Language and English Language together with Level 2 / Grade E or above in Mathematics and two other subjects in the Hong Kong Certificate of Education Examination (“HKCEE”) or the Hong Kong Diploma Secondary Education Examination (“HKDSEE”), or equivalent; and (b) Possesses knowledge of computer operation in Chinese word processing, MS Word and Excel. Working experience in customer or counter service will be an advantage.

(Note: (1) “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; (2) ‘Grade E’ in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 is accepted administratively as comparable to ‘Level 2’ in Chinese Language and English Language in the 2007 HKCEE and henceforth; (3) candidates should state clearly in the application details of academic qualifications and working experience. For applicants holding qualifications obtained from academic institutions outside Hong Kong, please attach copies of your diplomas/certificates; (4) photocopies of supporting documents will not be returned to applicants; (5) applications which are incomplete will not be considered; and (6) candidates are required to undertake a 15-minute job-relating test if he/she is invited to attend the selection interview.)

**Duties :** Responsible for counter services such as handling licence/permit applications and answering public enquiries, and clerical duties in connection with general administration, personnel, accounting, licensing and registration or stores and supplies matters.

(Note: May be required to work irregular hours and shift-duties.)

**Terms of Appointment :** Successful candidates will be appointed on non-civil service contract terms up to a maximum period of 12 months.

**Fringe Benefits :** The eligibility of the employee for rest days, statutory holidays (or substituted holidays), annual leave, maternity leave, sickness allowance, where appropriate, will be granted in accordance with the provisions in the Employment Ordinance.

**How To Apply :** Application Forms [G.F. 340 (Rev. 3/2013)] are obtainable from any Public Enquiry Service 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 web site

(<http://www.csb.gov.hk>). Completed forms should reach the following address on or before the closing date for application. Candidates who are selected for interview will normally receive an invitation in about six to eight weeks from the closing date for application. Those who are not invited for interview may assume that their applications are unsuccessful.

**Address and Enquiry Tel :** Appointments Unit, Personnel Registry, Transport Department, 41/F., Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong. Tel. 2294 2634

**Closing Date of Application :** 8 November 2013

**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.

(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.