

Job Number:	49312
Department:	Government Property Agency
Job Title:	Assistant Building Supervisor
Salary:	Master Pay Scale Point 13 (\$31,795) to Master Pay Scale Point 23 (\$51,545) per month
Entry Requirements:	<p>Applicants should have –</p> <p>(a) a Diploma or Higher Certificate in Building Studies, Building Services, Valuation and Property Management or other closely related studies, from a Hong Kong polytechnic university / polytechnic or the Hong Kong Institute of Vocational Education / technical college / technical institute, or equivalent;</p> <p>(b) 3 years' post-qualification experience in building maintenance or housing management;</p> <p>(c) met the language proficiency requirements of Level 2 [See Note (1)] or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or Hong Kong Certificate of Education Examination (HKCEE), or equivalent; and</p> <p>(d) a pass result in Basic Law and National Security Law Test [See Note (2)].</p>
Note:	<p>(1) For civil service 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.</p> <p>(2) All applicants for civil service jobs will be assessed on their knowledge of the Basic Law and the National Security Law. A pass result in the Basic Law and National Security Law Test is an entry requirement for all civil service jobs. Only those candidates who have passed the Basic Law and National Security Law Test will be considered for appointment. For candidates who have not taken the relevant Basic Law and National Security Law Test or have not attained a pass result in the relevant Basic Law and National Security Law Test at the time of application, they may still apply for the job and arrangements will be made for them to take the relevant Basic Law and National Security Law Test during the recruitment process.</p>
Duties:	<p>An Assistant Building Supervisor is mainly deployed on –</p> <p>(a) assisting in monitoring the performance of property management services contractors;</p> <p>(b) assisting in the management of Government buildings and properties;</p> <p>(c) assisting in vetting of management budgets and estimates submitted by building managers;</p> <p>(d) providing stores and domestic appliances; and</p> <p>(e) attending to complaints, claims and requirements of occupiers of Government properties / other parties arising from the day to day management of such properties.</p> <p>(Note : May be required to work irregular hours and perform shift duties.)</p>
Terms of Appointment:	A new recruit will normally be appointed on civil service probationary terms for three years. Upon passage of probation bar, the officer may be considered for appointment on the prevailing permanent terms.
General Notes:	<p>(a) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.</p> <p>(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.</p> <p>(c) 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.</p> <p>(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.</p> <p>(e) The information on the maximum pay point is for reference only and may be subject to changes.</p> <p>(f) Fringe benefits include paid leave, medical and dental benefits, and where appropriate, assistance in housing.</p> <p>(g) 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.</p> <p>(h) 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 recruitment examination / 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 <a href="https://www.csb.gov.hk">https://www.csb.gov.hk</a> under "Administration of the Civil Service – Appointments".</p> <p>(i) 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.</p> <p>(j) 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.</p>
How to apply:	Applicants must apply online through the G.F. 340 Online Application System of the Civil Service Bureau ( <a href="http://www.csb.gov.hk">http://www.csb.gov.hk</a> ) by 31 July 2025. Applications which are late or incomplete, submitted in person, by post, by fax or by email, or without attaching or with late submission of the required supporting documents after the specified

	<p>deadlines will not be accepted.</p> <p>Applicants are required to submit copies of (a) certificates and transcripts of academic qualifications (including copies of certificates and transcripts showing the results achieved in Chinese and English languages); (b) proof of working experience stating the position, commencement and end dates of the employment (including current and past employments); and (c) result notification letter or electronic result certificates of Basic Law and National Security Law Test, if any, to the designated e-mail address [recruit@gpa.gov.hk] on or before 7 August 2025. The on-line application number should be quoted in the e-mail and copies of the supporting documents.</p> <p>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 all copies of their official transcripts of studies and certificates to the e-mail address above. The on-line application number should be quoted in the e-mail and copies of the supporting documents.</p> <p>Applicants should provide their e-mail addresses on the application forms. Candidates who are selected for interview will normally receive an invitation by e-mail 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.</p>
Contact Address:	Personnel Registry, Government Property Agency, 9/F, South Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon
Enquiry Telephone:	3842 6815 / 3842 6794
Closing Date(dd/mm/yyyy):	31/07/2025 23:59:00
Web Site of Department:	<a href="http://www.gpa.gov.hk">www.gpa.gov.hk</a>
Application via Internet:	Online GF340 <a href="#">Submit attachment</a>
Advertising Date on Internet:	18/07/2025