

GOVERNMENT PROPERTY AGENCY

Assistant Property Supervisor (Non-Civil Service Vacancy)

Salary

HK\$31,795 per month

Entry Requirements

Applicants should –

- (a) have a Diploma or Higher Certificate in Building Studies, Building Services, Valuation and Property Management or other closely related studies, from a Hong Kong university / polytechnic or the Hong Kong Institute of Vocational Education / technical college / technical institute, or equivalent;
- (b) have three years of post-qualification experience in building maintenance or housing management;
- (c) have met the language proficiency requirements of Level 2 or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination or Hong Kong Certificate of Education Examination, or equivalent [Note]; and
- (d) be fluent in Cantonese, English and Putonghua.

Note:

For non-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.

Duties

Successful candidates will be deployed on –

- (a) assisting in monitoring the performance of property management services contractors;
- (b) assisting in the management of Government properties and facilities;
- (c) assisting in vetting of management budgets and estimates submitted by building managers;
- (d) attending to complaints, claims and requirements of occupiers of Government properties / other parties arising from the day-to-day management of such properties; and
- (e) performing other duties as may be assigned.

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

Terms of Appointment

The successful candidate will be appointed on non-civil service contract terms for one year.

Fringe Benefits

An end-of-contract gratuity may be granted upon satisfactory completion of the full contract period with consistently satisfactory performance and conduct. Such gratuity, plus any contribution made by the Government to a Mandatory Provident Fund (MPF) Scheme in respect of the appointee as required by the MPF Schemes Ordinance (Cap. 485), will be equal to 15% of the total basic salary drawn during the contract period. Rest days, statutory holidays (or substituted holidays), annual leave, maternity / paternity leave, sickness allowance, where appropriate, will be granted in line with the provisions of the Employment Ordinance.

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 requirements 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 job 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. 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.
- (h) 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.

How to Apply

- (a) Applicants must apply online through the G.F. 340 Online Application System of the Civil Service Bureau (<http://www.csb.gov.hk>) by **15 June 2026**. Applicants are required to submit copies of (i) certificates and transcripts of academic qualifications (including copies of certificates and transcripts showing the results achieved in Chinese and English languages); and (ii) proof of post-qualification working experience in building maintenance or housing management stating the position, commencement and end dates of the employment (including current and past employments) to the designated e-mail address [recruit@gpa.gov.hk] **on or before 22 June 2026**. The on-line application number should be quoted in the e-mail and copies of the supporting documents.
- (b) 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.
- (c) Applications which are late or incomplete, submitted in person, by post, by fax or by e-mail, or without attaching or with late submission of the required supporting documents after the specified deadlines will not be accepted.
- (d) 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 applications, but this timing is subject to change without prior notification to applicants. Those who are not invited for interview may assume that their applications are unsuccessful.

Contact Address and Enquiry Telephone

Personnel Registry, Government Property Agency, 9/F, South Tower,
West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon
For enquiries, please call 3842 6794 / 3842 6953 / 3842 6811

Closing Date for Applications

15 June 2026