

GOVERNMENT PROPERTY AGENCY

Senior Executive Assistant (Non-Civil Service Vacancy)

Salary

HK\$66,075 per month

Entry Requirements

Applicants should –

- (a) have a bachelor's degree from a Hong Kong University, or equivalent;
- (b) have a pass result in the Aptitude Test in the Common Recruitment Examination ("CRE");
- (c) have met the language proficiency requirements of Level 2 result in the two language papers (Use of Chinese and Use of English) in the CRE, or equivalent [Note];
- (d) have at least six years' post-qualification full-time experience in the Government of the Hong Kong Special Administrative Region ("HKSAR Government"), including at least two years of property management / committee support / public enquiry handling related post-qualification working experience;
- (e) be fluent in Cantonese, English and Putonghua; and
- (f) preferably have experience in cross-departmental liaison, facilities management and providing administrative support for infrastructure projects.

Note:

For appointment purpose, 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 Use of Chinese paper of the CRE. Level 5 or above in English Language of the HKDSEE; or Grade C or above in Use of English ("UE") of the HKALE; or Grade C or above in English Language of the General Certificate of Education (Advanced Level), are accepted as equivalent to Level 2 in the UE paper of the CRE. 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 is 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.

Duties

Successful candidates will be deployed –

- (a) to liaise and coordinate with relevant government departments on cross-departmental matters concerning port management;

- (b) to maintain communication with counterparts outside the jurisdiction on cross-boundary administrative and management issues;
- (c) to coordinate and process public enquiries and complaints, and assist in drafting relevant responses;
- (d) to provide administrative support to Building Management Committee meetings and assist in the logistics of VIP visits and clearance facilitation;
- (e) to supervise the General Registry of the Boundary Control Point Team in the provision of effective clerical and administrative support; and
- (f) to perform any other duties as may be assigned.

(Note: The successful candidate may be required to work both indoors and outdoors and on Saturdays, Sundays and public holidays.)

Terms of Appointment

The successful candidate will be appointed on non-civil service contract terms for 12 months.

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. They should submit all copies of their official transcripts of studies and certificates to the designated e-mail address [recruit@gpa.gov.hk]. The on-line application number should be quoted in the e-mail and copies of the supporting documents.
- (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 3 September 2026**. Applicants are required to submit copies of certificates and transcripts in support of all relevant qualifications attained (e.g. degree, language proficiency requirements, CRE) and copies of employment proof (including proof documents for post-qualification working experience) to the designated e-mail address [recruit@gpa.gov.hk] by the application deadline, i.e. 3 September 2026. The on-line application number should be quoted in the e-mail and copies of the supporting documents.

- (b) 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.
- (c) 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

3 September 2026