

GOVERNMENT PROPERTY AGENCY

Invites applications for the following non-civil service contract position

Senior Executive Assistant (Salary: \$64,780 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, and be able to communicate in fluent Chinese and English;
- (d) have at least eight years' post-qualification full-time experience in relevant administrative / project management / complaint handling experience in the Government of the Hong Kong Special Administrative Region ("HKSAR Government"), including at least three years of Electronic Recordkeeping System ("ERKS") and / or complaint handling related post-qualification working experience; and
- (e) preferably have experience in handling promotional / ceremonial events of the HKSAR Government and organising events.

(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

The successful candidate will be deployed to perform one or more of the following areas of work –

- (a) monitor the procedures of handling complaints and enquiries, handle requests under the Code on Access to Information, and assist in reviewing the general circulars and case handling procedures relating to complaints and Code on Access to Information of GPA;
- (b) co-ordinate departmental functions and events;
- (c) co-ordinate the migration of computer applications on email system;

- (d) records disposal exercise in GPA and other preparation work for ERKS implementation; and
- (e) other duties as assigned by senior officers.

(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.

How to apply

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 Centre 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>). Completed forms with copies of all relevant certificates and academic transcripts of studies and copies of employment proof should be sent to the Personnel Registry, Government Property Agency, 9/F, South Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon (please mark **"Application for Senior Executive Assistant"** on the envelope) on or before the closing date for applications. Applicants should provide proof documents for post-qualification working experience. To avoid delayed or unsuccessful delivery of applications by post, please ensure that the correct address is clearly printed or written on the envelope and sufficient postage has been affixed before posting. Mail items bearing insufficient postage will not be delivered to this Agency and will be returned to the sender or disposed of by the Hongkong Post, where appropriate. Applicants will bear any consequences arising from paying insufficient postage. The postmark date on the envelope will be regarded as date of submission of application. Applications which are incomplete, late, submitted by fax or email, not made in the prescribed form, or without required documents will not be further processed. Candidates who are selected for interview will normally receive an invitation in about two to eight weeks from the closing date for applications. Those who are not invited for interview may assume that their applications are unsuccessful. Only candidates who are selected for interview will be notified.

Enquiry Address and 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 6815 / 3842 6811

Closing Date for Applications

26 August 2024

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, the 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 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 copies of their official transcripts and certificates by mail to the above enquiry address on or before the closing date for applications.