Salary:

Master Pay Scale Point 27 (HK$36,740 per month) to Master Pay Scale Point 44 (HK$77,675 per month) [General Notes (a)] (Successful candidates with experience comparable to that of an Administrative Officer may be granted increments for previous relevant experience.)

Entry Requirements:

(a) (i) A first or second class honours bachelor's degree from a Hong Kong university, or equivalent [Note (1)]; or

(ii) A postgraduate degree from a Hong Kong university, or equivalent, where the qualifications considered in totality are comparable to the requirement in (a)(i); and

(b) A “Pass” result in the Aptitude Test in the Common Recruitment Examination (CRE) [Notes (2) and (6)]; and

(c) A good command of both Chinese and English. Candidates should have met the language proficiency requirements of “Level 2” results in the two language papers (Use of Chinese and Use of English) in the CRE, or equivalent [Notes (3) to (6)]; and

(d) Candidates must be permanent residents of the Hong Kong Special Administrative Region and have resided in Hong Kong for not less than seven years at the time of appointment.

Duties:

The Administrative Officers form a cadre of multi-skilled professional administrators who play a key role in the Government of the Hong Kong Special Administrative Region. They are involved in policy formulation, resources allocation, implementation of major Government programmes and promotion of the interests of
Hong Kong in the Mainland and overseas. Posted around different bureaux and departments at regular intervals, they enjoy variety in their career and contribute to different areas of work in the Government.

**Terms of Appointment:**

New appointees to the Administrative Officer rank will be appointed on civil service probationary terms for three years. Those who pass the probation may be appointed on civil service agreement terms. Officers may be appointed on the prevailing permanent terms upon confirmation to the Administrative Officer Grade permanent establishment or promotion to the rank of Senior Administrative Officer, whichever is earlier [General Notes (c)].

**Prospects:**

We only recruit the best candidates who possess directorate potential, and we offer them excellent career prospects. The most able and aspiring officers may fill leading positions in bureaux or departments.

**ENQUIRY ADDRESSES AND TELEPHONES:**

**Hong Kong:** Administrative Service Division, Civil Service Bureau (Address: Room 1017, 10/F, Central Government Offices (West Wing), 11 Ice House Street, Central, Hong Kong / Telephone No.: (852) 2810 3155 / E-mail address: csbasd@csb.gov.hk)

**Outside Hong Kong:** The Office of the Government of the Hong Kong Special Administrative Region (HKSAR) in Beijing and the following Economic and Trade Offices (ETOs) -

(a) The Office of the Government of the HKSAR in Beijing [No. 71, Di’anmen Xidajie, Xicheng District, Beijing 100009, China (8610-6657-2880)]

(b) New York ETO [115 East 54th Street, New York, NY 10022, USA (1-212-752-3320)]

(c) San Francisco ETO [130 Montgomery Street, San Francisco, CA 94104, USA (1-415-835-9300)]

(d) Sydney ETO [Level 1, Hong Kong House, 80 Druitt Street, Sydney, New South Wales 2000, Australia (61-2-9283-3222)]
NOTES:

(1) Current final year undergraduates may also apply; if selected, appointment will be subject to their obtaining the requisite academic qualification.

(2) Candidates’ results in the Aptitude Test (AT) paper of the CRE are classified as “Pass” or “Fail”. Starting from the CRE held in December 2006, the “Pass” result of the AT paper is of permanent validity. Applicants with existing valid requisite result (valid on the starting date of the application period, i.e. 6 September 2008) in the AT paper obtained in previous CREs are deemed to have met the entry requirement (b).

(3) Candidates’ results of the Use of Chinese (UC) and Use of English (UE) papers of the CRE are classified as “Level 2”, “Level 1” or “Fail”, with “Level 2” being the highest. Starting from the CRE held in December 2006, the “Level 2” and “Level 1” results of the two language papers are of permanent validity. Applicants with existing valid requisite result(s) (valid on the starting date of the application period, i.e. 6 September 2008) in the UC and UE papers obtained in previous CREs are deemed to have met the entry requirement (c).

(4) Grade ‘C’ or above in Chinese Language and Culture or Chinese Language and Literature of the Hong Kong Advanced Level Examination (HKALE) is accepted as equivalent to “Level 2” in the UC paper of the CRE. Grade ‘C’ or above in Use of English of the HKALE, or equivalent, is accepted as equivalent to “Level 2” in the UE paper of the CRE.

(5) 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 is accepted as equivalent to “Level 2” result in the UE paper of the CRE.
The IELTS test result must be valid on the starting day of the application period, i.e. 6 September 2008.

(6) Applicants who do not possess the requisite CRE results, or equivalent, but have applied for the coming “Common Recruitment Examination and Basic Law Test” to be held on 4 October 2008 in Hong Kong or on 29 November 2008 in Beijing and six overseas cities may also apply. Their applications will be processed subject to their obtaining the requisite CRE results in the aforesaid examination.

(7) For the purpose of heightening public awareness of the Basic Law (BL) and promoting a culture of learning of the BL in the community, assessment of BL knowledge will be included in the recruitment for all civil service jobs. Results of the BL test for degree / professional grades will be one of the considerations to assess the suitability of a candidate but will not affect his/her eligibility for applying for civil service jobs. As a general principle, the main consideration for suitability for appointment remains a candidate’s qualification, experience and calibre.

(8) Eligible applicants with the requisite CRE results, or equivalent, will be invited to sit for the Joint Administrative Officer / Executive Officer / Labour Officer / Trade Officer Recruitment Examination (JRE) to be held on 29 November 2008. Candidates residing or studying outside Hong Kong may take the JRE on the same date in Beijing or any one of the six overseas cities.

(9) As it takes time to process all applications, an invitation to the JRE does not imply that your qualifications meet the entry requirements of the post(s) you have applied for.

(10) You may contact the Civil Service Examinations Unit by phone at (852) 2537 6429 or by e-mail to csbcseu@csb.gov.hk if you do not receive the invitation to the JRE by 24 November 2008.

(11) Any request for review of examination results of the JRE should be made in writing and should reach the Civil Service Examinations Unit at Room 707, 7/F, Main Wing, Central Government Offices, Lower Albert Road, Central, Hong Kong within 7 days from the date of notification as to whether you are invited to selection interview. Late requests will not be entertained.
There is no overseas recruitment for the Executive Officer II, Assistant Labour Officer II and Assistant Trade Officer II posts. However, given the availability of examination centres in Beijing and six overseas cities this year, applicants residing or studying outside Hong Kong may choose to take the JRE to be held in Beijing and the six overseas cities on 29 November 2008. Such applicants should however note that selection interviews of the Executive Officer II, Assistant Labour Officer II and Assistant Trade Officer II recruitment exercises will be conducted in Hong Kong only.

HOW TO APPLY:

All completed application forms must be submitted on or before the deadline through one of the means below -

(i) through the on-line facilities on the Civil Service Bureau homepage (www.csb.gov.hk);

(ii) by post to the Civil Service Bureau at Room 1017A, 10/F, Central Government Offices (West Wing), 11 Ice House Street, Central, Hong Kong (the postmark date on the envelope will be regarded as the date of application). Please ensure that sufficient postage is paid; or

(iii) by hand to the collection box located at G/F, Central Government Offices (West Wing), 11 Ice House Street, Central, Hong Kong.

Application Forms [CSB 606 (Rev. 9/2008) and CSB 606A (Rev. 9/2008)] can be downloaded from the Civil Service Bureau homepage (www.csb.gov.hk) and are also available at any Public Enquiry Service Centres of District Offices, Home Affairs Department, any Job Centres of the Employment Services Division, Labour Department or the G/F Reception, Trade and Industry Department Tower, 700 Nathan Road, Kowloon.

For applicants holding qualifications obtained from academic institutions outside Hong Kong, please attach copies of your diplomas/certificates, transcripts of studies and official documents issued by the relevant academic institutions stating the mode of delivery (e.g. full time/part time, on campus/distance learning, etc.) of the study programmes. To facilitate assessment of qualifications, the above documents on any prior qualifications obtained should also be supplied as far as possible. Do not send
any originals of diplomas/certificates. Copies of local qualification documents are not required at this stage of application.

Applications submitted by fax or e-mail will not be accepted.

Closing Date for Application:

29 September 2008 (Monday) at 5:00 p.m. Hong Kong Time. Late applications will not be accepted and you should submit the application as soon as possible. Towards the application deadline, our on-line system would likely be overloaded due to large volume of applications, and it may render you unable to complete your on-line application on time.

GENERAL NOTES:

(a) The information on the maximum pay point is for reference only and may be subject to changes.

(b) 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.

(c) 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.

(d) Fringe benefits include paid leave, medical and dental benefits, and where appropriate, housing benefits.

(e) 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.

(f) 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 attach copies of their official transcripts and certificates to their applications. Those who apply on-line should
submit copies of their official transcripts and certificates by post to the Civil Service Bureau at Room 1017A, 10/F, Central Government Offices (West Wing), 11 Ice House Street, Central, Hong Kong. Current final year undergraduate students should state in their applications the qualifications they would attain on completion of the final examination.