SOCIAL WELFARE DEPARTMENT

Assistant Social Work Officer

Salary

Master Pay Scale Point 16 (HK$ 24,715) to Master Pay Scale Point 33 (HK$ 54,665) per month.

Entry Requirements

Candidates should have -

(a) registered as registered social worker (category 1) under the Social Workers Registration Ordinance, Chapter 505 [Note (1)]; and

(b) (i) a degree in Social Science majoring in social work from a Hong Kong university, or equivalent [Note (2)]; or

(ii) a degree from a Hong Kong university (other than (i) above), or equivalent, and have successfully completed an approved post-graduate programme in social work, or equivalent, from an approved institution; or

(iii) a degree from a Hong Kong university (other than (i) above), or equivalent, and a recognized Master degree in social work, or equivalent, from an approved institution [Note (2)]; and

(c) a pass result in the Aptitude Test in the Common Recruitment Examination (CRE) [Notes (3) and (6)]; and

(d) 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; and be able to speak fluent Cantonese and English [Notes (3) to (6)].

Notes

(1) Applicants who have not yet been registered as registered social worker (category 1) under the Social Workers Registration Ordinance (Cap. 505) may also apply. If selected, appointment will be subject to their being registered as registered social worker (category 1) under the Social Workers Registration Ordinance (Cap. 505) with documentary proof.
(2) (i) Current final year undergraduates/postgraduates may also apply, they must state in their applications the qualifications they would attain on completion of the final examination. If selected, appointment will be subject to their obtaining the requisite academic qualification within the current academic year (i.e. 2012/13).

(ii) Applicants must indicate in their applications the major subjects studied in their undergraduate degree/master courses.

(3) Results in the Aptitude Test (AT) paper of the CRE are classified as 'Pass' or 'Fail', while the results of the Use of Chinese (UC) and Use of English (UE) papers are classified as 'Level 2', 'Level 1' or 'Fail', with 'Level 2' being the highest.

(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' in the UE paper of the CRE. The IELTS test result must be valid on the starting day of the application period, i.e. 22 February 2013.

(6) Applicants who do not possess the requisite CRE results, or equivalent, but have met the other entry requirements and would apply for the Common Recruitment Examination and Basic Law Test to be held in Hong Kong on 8 and 15 June 2013 may also apply. They must indicate in their application forms the paper(s) they would attempt in the aforesaid examination. For these applicants, they must submit a copy of their result notification by mail to the below enquiry address on or before 22 July 2013. If these applicants fail to provide the supporting document of their results in the aforesaid examination as requested upon the specific deadline, their applications will not be considered.

(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 is 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.
Duties

An Assistant Social Work Officer is mainly deployed on –

(a) providing social welfare services in various departmental services units, such as integrated family services centres, medical social services units, probation and community service orders offices, etc. as well as administering or assisting in the administration of a social welfare office/institution/centre;

(b) assisting in planning and development as well as coordination and monitoring of various social welfare services in the districts and service branches;

(c) assisting in processing applications from non-governmental organisations, monitoring their performance and rendering necessary support to them; and

(d) handling matters related to enforcement of statutory duties under various licences schemes and contract management of social welfare services/ institutions.

(Note: An Assistant Social Work Officer is required to undertake outdoor work and emergency duties; may be required to perform shift, on-call or stand-by duties and to live in quarters.)

Terms of Appointment

A new appointee 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.

How to Apply

(a) Application forms [G.F. 340 (Rev. 6/2012)] are obtainable from any Public Enquiry Service Centres of District Offices, Home Affairs Department or any Job Centres 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 application should reach the enquiry address on or before the closing date for applications (the postmark date on the envelope will be regarded as the date of application). Please specify on the envelope “Application for the post of Assistant Social Work Officer”. For applicants who would take the CRE held in Hong Kong on 8 and 15 June 2013, they must submit a copy of their result notification by mail to the below enquiry address on or before 22 July 2013. If these applicants fail to provide the supporting document of their results in the aforesaid examination as requested upon the specific deadline, their applications will not be considered.

(b) On-line application can also be made through the Civil Service Bureau's website (http://www.csb.gov.hk).
(c) Applications which are incomplete or late and applications submitted by fax or e-mail will not be considered.

(d) Candidates who are selected for interview will normally receive an invitation about 8-12 weeks from the closing date for applications. Those who are not invited for the interview may assume that their applications are unsuccessful.

**Enquiry Address and Telephone**

Appointments Section, Social Welfare Department, Room 754, 7/F, Wu Chung House, 213 Queen’s Road East, Wanchai, Hong Kong (Tel: 2574 4395).

**Closing Date for Applications**

11 March 2013

**Newspapers advertised (with date)**

Ming Pao Daily News (22 February & 1 March 2013) and South China Morning Post (23 February & 2 March 2013)

**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 requirement irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.

(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.

(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) The information on the maximum pay point is for reference only and may be subject to changes.
(f) Fringe benefits include paid leave, medical and dental benefits, and where appropriate, assistance in housing.

(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.

(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 selection interview/written examination without being subject to further shortlisting.

(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. They should submit copies of their official transcripts and certificates by mail to the above enquiry address.

(j) Civil service vacancies information contained in this column is also available on the GovHK on the Internet at http://www.gov.hk.

(k) 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.