CORRECTIONAL SERVICES DEPARTMENT

Officer (Civil Service Vacancies)

Salary: General Disciplined Services (Officer) Pay Scale Point 5 ($25,675) to General Disciplined Services (Officer) Pay Scale Point 21 ($53,460) per month [Note (i) under Entry Requirements]

Entry Requirements: (I)(a)(i) a Hong Kong degree, or equivalent [General Note (a)] and (ii) meet the language proficiency requirements of Level 1 results in the two language papers (Use of Chinese and Use of English) in the Common Recruitment Examination (CRE) [Notes (ii) to (v)], or equivalent (Entry Pay: $32,325 per month); or (b)(i) a Hong Kong degree, or a diploma from a registered post-secondary college issued after the date of its registration, or a higher diploma from a Hong Kong polytechnic university / polytechnic / Hong Kong Institute of Vocational Education / technical college, or an accredited Associate Degree from a Hong Kong tertiary institution, or equivalent, and (ii) meet the language proficiency requirements of Level 2 or above in Chinese Language and English Language in the Hong Kong Certificate of Education Examination (HKCEE) [Note (vi)], or equivalent (Entry Pay: $30,645 per month); or (c)(i) a Certificate of Registration (Part II) issued by the Nursing Council of Hong Kong, or equivalent, and (ii) meet the language proficiency requirements of Level 2 or above in Chinese Language and English Language in the HKCEE, or equivalent [Note (vi)] (Entry Pay: $30,645 per month); or (d)(i) a pass in two subjects at Advanced Level in the Hong Kong Advanced Level Examination (HKALE) and Level 3 / Grade C or above in three other subjects in the HKCEE [Note (vii)], or equivalent, and (ii) meet the language proficiency requirements of Level 2 or above in Chinese Language and English Language in the HKCEE, or equivalent [Note (vi)] (Entry Pay: $28,985 per month); or (e)(i) a Diploma in Social Work from a Hong Kong polytechnic university / polytechnic, or equivalent, and (ii) meet the language proficiency requirements of Level 2 or above in Chinese Language and English Language in the HKCEE, or equivalent [Note (vi)] (Entry Pay: $28,985 per month); or (f)(i) a Certificate of Registration (Part I) issued by the Nursing Council of Hong Kong, or equivalent, and (ii) meet the language proficiency requirements of Level 2 or above in Chinese Language and English Language in the HKCEE, or equivalent [Note (vi)] (Entry Pay: $28,985 per month); or (g)(i) a pass in one subject at Advanced Level in HKALE and Level 3 / Grade C or above in three other subjects in the HKCEE [Note (vii)], or equivalent, and (ii) meet the language proficiency requirements of Level 2 or above in Chinese Language and English Language in the HKCEE [Note (vi)], or equivalent (Entry Pay: $25,675 per month); (II) pass a physical fitness test [Note (viii)]; and (III) speak fluent Cantonese and English.

Notes: (i) Entry pay is the General Disciplined Services (Officer) Pay Scale Point 5 ($25,675), 7 ($28,985), 8 ($30,645) and 9 ($32,325) per month respectively, as commensurate with respective entry qualifications.

(ii) Degree-holding applicants will be eligible for the degree pay point if they possess the requisite results in the Use of Chinese (UC) and Use of English (UE) papers in the CRE or equivalent at the time the offer of appointment is made.

(iii) The results of the UC and UE papers in the CRE are classified as Level 2, Level 1 or Fail, with Level 2 being the highest.

(iv) Grade C or above and Grade D 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 and Level 1 results respectively in the UC paper of the CRE.
(v) Grade C or above and Grade D in Use of English of the HKALE, or equivalent, are accepted as equivalent to Level 2 and Level 1 results respectively in the UE paper of the CRE. Candidates 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 are considered as having met the English language proficiency requirement under item (I)(a)(ii) of the entry requirements. The IELTS test result must be valid on the starting day of the application period, i.e. 28 October 2011

(vi) For civil service appointment purpose, Grade C and Grade E in Chinese Language and English Language (Syllabus B) in previous HKCEE are accepted administratively as comparable to Level 3 and Level 2 respectively in Chinese Language and English Language in the 2007 HKCEE and henceforth.

(vii) The subjects in (I)(d)(i) and (I)(g)(i) above may include Chinese Language and English Language.

(viii) Candidates may refer to the website of the Correctional Services Department (http://www.csd.gov.hk). Those who have passed the physical fitness test will be invited to attend a written examination. Only those candidates who have passed the physical fitness test, written examination, group interview and then selection interview will be considered for appointment.

(ix) For the purpose of heightening public awareness of the Basic Law (BL) and promoting a culture of learning of BL in the community, assessment of BL knowledge will be included in the recruitment for all civil service jobs. Candidates who are invited to attend the written examination will be assessed on their BL knowledge through a written examination on the same day. The BL test result will be one of the considerations to assess the suitability of a candidate.

**Duties:** Supervise junior staff, prisoners in a prison, young persons in a training / rehabilitation / detention centre and drug dependents in a drug addiction treatment centre; or work in a prison hospital or in the Rehabilitation Unit of penal institutions; or undertake specific catering duties in penal institutions; or supervise junior staff and persons detained under Immigration Ordinance in a detention centre; and perform any other duties as required. (Note: Subject to the provisions of the Prisons Ordinance and may be required to wear uniform, work shifts and live in departmental quarters.)

**Terms of Appointment:** A new appointee will 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.

**Address and Enquiry Tel. No.:** The Appointments Unit, Correctional Services Department Headquarters, 23/F, Wanchai Tower, 12 Harbour Road, Wan Chai, Hong Kong (Tel : 2582 5161).

**Closing Date for Application:** 10 November 2011

**General Notes:**

(a) 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 address, with specification of their Hong Kong Permanent Identity Card numbers and online application numbers, if applicable. **Copies of local qualification documents are not required at this stage of application.**

(b) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.
(c) 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.

(d) 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.

(e) 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.

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

(g) Fringe benefits include paid leave, medical and dental benefits, and where appropriate, assistance in housing.

(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 physical fitness test without being subject to further shortlisting.

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

(j) Towards the application deadline, our online system would likely be overloaded due to large volume of applications. To ensure timely completion of your online application, it is advisable to submit the application as early as possible.

**How to Apply:** Application Forms (G.F. 340 (Rev. 1/2011)) 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). Please provide one valid e-mail address in the application form. Completed forms should reach the above address on or before the closing date for application (according to postmark for submissions by post). Please state “Application for the post of Officer” on the envelope. Online applications can also be made through the Civil Service Bureau’s website (http://www.csb.gov.hk). Applications without the information / supporting documents requested in this recruitment advertisement, or submitted by fax or e-mail will not be accepted. Candidates who are arranged for physical fitness test will normally receive an invitation in about two months from the closing date for application. For enquiries, please call the telephone number indicated.