

**GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION
OF THE PEOPLE'S REPUBLIC OF CHINA
VARIOUS SECRETARIAT BUREAUX & GOVERNMENT DEPARTMENTS**

ADMINISTRATIVE OFFICER

Salary:

Master Pay Scale Point 27 (HK\$61,865 per month) to Master Pay Scale Point 44 (HK\$119,650 per month)

Entry Requirements:

Candidates should have -

- (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);
- (b) A pass result in the Aptitude Test in the Common Recruitment Examination (CRE) [Notes (2) and (6)];
- (c) A good command of both Chinese and English and have met the language proficiency requirements of Level 2 in the two language papers (Use of Chinese and Use of English) in the CRE, or equivalent [Notes (2) to (6)]; and
- (d) A pass result in the Basic Law and National Security Law Test (Degree / Professional Grades) (BLNST) [Note (7)].

(Remark: Candidates will be required to pass the Joint Administrative Officer / Executive Officer / Trade Officer / Transport Officer Recruitment Examination (JRE) to be held tentatively on 7 December 2024 [Notes (8) to (11)].)

Duties:

Administrative Officers are professional public administrators who play a key role in the HKSAR Government. They are involved in policy formulation, resource 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:

A new appointee to the Administrative Officer rank will normally be appointed on civil service probationary terms for three years. Upon passage of probation bar, he/she may be considered for appointment on the prevailing permanent terms.

Prospects:

We 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 TELEPHONE NUMBERS:

For Administrative Officer Post –

Administrative Service Division, Civil Service Bureau (Address: Room 918, 9/F., West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong. / Tel. No.: (852) 2810 3155 / E-mail address: csbasd@csb.gov.hk)

NOTES:

- (1) Students pursuing a bachelor's degree or equivalent and graduating in the year of 2025 or 2026 may also apply. If selected, appointment will be subject to, among others, the attainment of requisite academic qualification in the year of 2025 or 2026 respectively.
- (2) Candidates' 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 of the CRE are classified as Level 2, Level 1 or Fail, with Level 2 being the highest. Level 2 and Level 1 results of the two language papers and Pass result of the AT paper obtained from December 2006 onwards are of permanent validity. Applicants with valid requisite results in the AT, UC and UE papers obtained in previous CREs are deemed to have met the entry requirements (b) and (c) of the four posts.

- (3) Level 5 or above in **Chinese Language** of the **Hong Kong Diploma of Secondary Education Examination (HKDSEE)** is accepted as equivalent to Level 2 in the UC paper of the CRE. Level 5 or above in **English Language** of the **HKDSEE** is accepted as equivalent to Level 2 in the UE paper of the CRE.
- (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 in **English Language** of the **General Certificate of Education (Advanced Level) (GCE A Level)** 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 any date during the application period.
- (6) Applicants who have not attained the requisite CRE results, or equivalent, may also apply for the post(s). They will be arranged to take the relevant paper(s) in a designated CRE on the same day of JRE or another date within December 2024. Their applications will be processed subject to their obtaining the requisite CRE results.
- (7) All applicants for civil service jobs will be assessed on their knowledge of the Basic Law and the National Security Law. A pass result in the BLNST is an entry requirement for all civil service jobs. Only those candidates who have passed the BLNST (Degree / Professional Grades) will be considered for appointment. For candidates who have not taken the relevant BLNST or have not attained a pass result in the relevant BLNST at the time of application, they may still apply for the post(s) and arrangements will be made for them to take the relevant BLNST on the same day of JRE or another date within December 2024.
- (8) Eligible applicants will be arranged to sit the JRE to be held tentatively on 7 December 2024. Candidates residing or studying outside Hong Kong may take the JRE on the same date outside Hong Kong.
- (9) As it takes time to process all applications, an invitation to the JRE does not imply

that an applicant has met the entry requirements of the post(s) being applied for.

- (10) Eligible applicants should immediately contact the Civil Service Examinations Unit by phone at (852) 2537 6429 or by e-mail to csbceuu@csb.gov.hk if they do not receive the e-mail notifying them of the relevant details of the JRE by 25 November 2024.
- (11) Any request for review of examination results of the JRE should be made in writing and reach the Civil Service Examinations Unit (at Room 2511, 25/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong) within 7 calendar days from the date of notification as to whether an applicant is invited to attend selection interview. Late requests will not be entertained. Please note that a review of JRE results may lead to upward, downward or no adjustment to the original marks.
- (12) There is no overseas recruitment for the Executive Officer II, Assistant Trade Officer II and Transport Officer II posts. Nonetheless, applicants residing or studying outside Hong Kong may choose to take the JRE to be held tentatively outside Hong Kong on 7 December 2024. Applicants should however note that selection interviews of the Executive Officer II, Assistant Trade Officer II and Transport Officer II recruitment exercises will be conducted in Hong Kong only.

HOW TO APPLY:

Each applicant should submit only ONE application on or before the deadline through on-line application system on the Civil Service Bureau website at www.csb.gov.hk ([Click here to access the on-line application system](#), or [click here to read the FAQs about the on-line application system](#)). Applications submitted by post, fax, e-mail or other means will NOT be accepted.

Deadline for Application:

4 October 2024 (Friday) at 11:59 p.m. Hong Kong Time. Late or incomplete applications will **NOT** be accepted. Towards the deadline for application, the on-line system would likely be heavily loaded with large volume of applications, and it may render applicants unable to complete their on-line applications in time. Applicants should therefore submit their applications as early as possible.

GENERAL NOTES:

- (a) Candidates must be permanent residents of the HKSAR at the time of appointment.
- (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 monthly salary and 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 departments may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend selection interview.
- (h) It is the Government's policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements (including passing the JRE to be held tentatively on 7 December 2024), he/she will be invited to attend the selection interview 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's 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 CSB's website at www.csb.gov.hk under "Administration of the Civil Service - Appointments".
- (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. Current final year / penultimate year undergraduate students should state in their applications the qualifications they would attain on completion of the final examination. At this stage of application, all applicants are not required to attach any originals/copies of diplomas/certificates, transcripts and other qualification documents

issued by the academic institutions.

- (j) Civil service vacancies information contained in this column is also available on GovHK on the internet at www.gov.hk.

中華人民共和國香港特別行政區政府 政府總部各政策局及各政府部門

政務主任

薪酬：

總薪級表第 27 點（每月港幣 61,865 元）至總薪級表第 44 點（每月港幣 119,650 元）

入職條件：

申請人須：

- (a) (i) 持有香港任何一所大學頒授的一級或二級榮譽學士學位，或具備同等學歷[附註(1)]；或
- (ii) 持有香港任何一所大學頒授的學士以上的學位，或具備同等學歷，而其整體的學歷資格須與(a)(i)所列的入職條件相若；
- (b) 在綜合招聘考試能力傾向測試試卷考獲及格成績[附註(2)及(6)]；
- (c) 通曉中、英文。申請人須符合語文能力的要求，即在綜合招聘考試兩份語文試卷（中文運用及英文運用）取得二級成績，或具備同等成績[附註(2)至(6)]；及
- (d) 在《基本法及香港國安法》測試（學位／專業程度職系）取得及格成績[附註(7)]。

（註：申請人須在暫定於 2024 年 12 月 7 日舉行的政務主任／行政主任／貿易主任／運輸主任聯合招聘考試（下稱「聯合招聘考試」）中考獲及格成績。[附註(8)至(11)]）

職責：

政務主任是專業的公共管理人員，在香港特別行政區政府擔當重要角色。他們參與制定政策、調配資源、推展重大政府計劃，以及在內地及海外推廣香港。他們會定期獲調派至不同政策局和部門，職務廣泛而多元化，並能於政府各範疇的工作中作出貢獻。

聘用條款：

獲取錄為政務主任的申請人通常會按公務員試用條款受聘三年。成功通過試用期後，可獲考慮按當時適用的長期聘用條款聘用。

晉升機會：

我們會聘請最優秀而具潛質出任首長級職位的申請者，並提供極佳的晉升機會。最具才幹及抱負的政務主任，將有機會出任決策局或部門的主要職位。

查詢地址及電話：

政務主任職位 —

公務員事務局政務職系部（地址：香港添馬添美道 2 號政府總部西翼 9 樓 918 室 / 電話：(852)2810 3155 / 電郵地址：csbasd@csb.gov.hk）

附註：

- (1) 現正修讀大學學士學位或同等學歷，並將在 2025 或 2026 年畢業的學生也可申請。上述申請人必須分別在 2025 或 2026 年內取得所需學歷資格，才會獲聘任。
- (2) 綜合招聘考試能力傾向測試的成績分為及格或不及格，而中文運用及英文運用試卷的成績則分為二級、一級或不及格，並以二級為最高等級。於 2006 年 12 月及以後考獲的中文運用及英文運用試卷的二級及一級成績和能力傾向測試的及格成績永久有效。申請人如已在過去的綜合招聘考試中，取得所需的能力傾向測試、中文運用及英文運用試卷有效成績，即已符合上述四個職位入職條件的(b)及(c)項。
- (3) 香港中學文憑考試中國語文科第 5 級或以上成績會獲接納為等同綜合招聘考試中文運用試卷的二級成績。香港中學文憑考試英國語文科第 5 級或以上成績會獲接納為等同綜合招聘考試英文運用試卷的二級成績。
- (4) 香港高級程度會考中國語文及文化、中國語言文學或中國語文科 C 級或以上的成績會獲接納為等同綜

合招聘考試中文運用試卷的二級成績。**香港高級程度會考英語運用科或 General Certificate of Education (Advanced Level) (GCE A Level) English Language 科 C 級或以上的成績會獲接納為等同綜合招聘考試英文運用試卷的二級成績。**

- (5) 在 **International English Language Testing System (IELTS) 學術模式** 整體分級取得 6.5 或以上，並在同一次考試中各項個別分級取得不低於 6 的成績的人士，在 IELTS 考試成績的**兩年有效期內**，其 IELTS 成績可獲接納為等同綜合招聘考試英文運用試卷的二級成績。IELTS 考試成績必須在職位申請期內其中任何一日仍然有效。
- (6) 尚未取得所需綜合招聘考試成績或同等成績的人士也可申請。他們會被安排在聯合招聘考試當日或 2024 年 12 月內的其他日期在特設的綜合招聘考試應考相關的試卷，而其申請只會在申請人取得所需的綜合招聘考試成績後方獲處理。
- (7) 政府會測試所有應徵公務員職位人士的《基本法》及《香港國安法》知識。在《基本法及香港國安法》測試取得及格成績是所有公務員職位的入職條件。申請人必須在《基本法及香港國安法》測試（學位／專業程度職系）中取得及格成績方會獲考慮聘用。如申請人在申請時仍未曾參加相關的《基本法及香港國安法》測試或未曾相關的《基本法及香港國安法》測試考獲及格成績，仍可作出申請，他們會被安排在聯合招聘考試當日或 2024 年 12 月內的其他日期參加相關的《基本法及香港國安法》測試。
- (8) 合資格的申請人會獲安排應考暫定於 2024 年 12 月 7 日舉行的聯合招聘考試。在香港以外地區居住或就讀的申請人可於同日在香港以外地區的其中一個試場應考聯合招聘考試。
- (9) 由於審核所有申請需時，申請人獲邀請參加聯合招聘考試並不表示其已符合所申請職位的入職條件。
- (10) 合資格申請人如果於 2024 年 11 月 25 日仍未收到有關聯合招聘考試詳情的電郵，必須立即致電（852）2537 6429 或電郵至 csbcseu@csb.gov.hk 與公務員考試組聯絡。
- (11) 所有要求覆核聯合招聘考試成績的申請，必須在發出是否獲邀參加面試的通知後 7 個曆日內以書面提出並送達公務員考試組（地址：香港灣仔告士打道 7 號入境事務大樓 25 樓 2511 室）。逾期的覆核申請，將不獲處理。請注意，覆核聯合招聘考試成績的結果可能使申請人原本考獲的分數向上或下調整或維持不變。
- (12) 政府並不會在海外展開招聘二級行政主任、二級助理貿易主任及二級運輸主任的工作，但在香港以外地區居住或就讀的申請人，可選擇參加暫定於 2024 年 12 月 7 日在香港以外地區舉行的聯合招聘考試。然而，考生請注意，二級行政主任、二級助理貿易主任及二級運輸主任的招聘遴選面試只在香港進行。

申請手續：

你必須在截止申請日期或以前透過公務員事務局網頁（www.csb.gov.hk）的網上申請系統（[請按此處進入網上申請系統](#)，或 [按此處閱讀有關網上申請系統的常見問題](#)）遞交一份申請書。以郵寄、傳真、電郵或其他方式提交的申請將不獲處理。

截止申請日期：

2024 年 10 月 4 日（星期五）香港時間下午 11 時 59 分。逾期遞交或未完成的申請書將 **不獲處理**。在臨近截止申請日期，網上申請系統可能需要處理大量申請而非常繁忙，以致申請人有機會未能於截止申請時間前成功完成網上申請程序。故此，申請人應盡早遞交申請。

一般附註：

- (a) 申請人於獲聘時必須已成為香港特別行政區永久性居民。
- (b) 作為提供平等就業機會的僱主，政府致力消除在就業方面的歧視。所有符合基本入職條件的人士，不論其殘疾、性別、婚姻狀況、懷孕、年齡、家庭崗位、性傾向和種族，均可申請本欄內的職位。
- (c) 公務員職位是公務員編制內的職位。應徵者如獲聘用，將按公務員聘用條款和服務條件聘用，並成為公務員。
- (d) 入職薪酬、聘用條款及服務條件，應以獲聘時之規定為準。
- (e) 有關每月薪酬及頂薪點的資料只供參考，該些資料日後或會作出更改。
- (f) 附帶福利包括有薪假期、醫療及牙科診療。在適當情況下，公務員更可獲得房屋資助。
- (g) 如果符合訂明入職條件的應徵者人數眾多，招聘部門可以訂立篩選準則，甄選條件較佳的應徵者，以便進一步處理。在此情況下，只有獲篩選的應徵者會獲邀參加遴選面試。
- (h) 政府的政策是盡可能安排殘疾人士擔任適合的職位。殘疾人士申請職位時，如符合入職條件（包括在暫

定於 2024 年 12 月 7 日舉行的聯合招聘考試中考獲及格成績），則毋須再經篩選，便會獲邀參加遴選面試。在適合受聘而有申報為殘疾的申請人和適合受聘程度相若的其他申請人當中，招聘當局可給予前者適度的優先錄用機會。有關政府聘用殘疾人士的政策及其他相關措施載列於《用人唯才：殘疾人士申請政府職位》的資料冊內。申請人可於公務員事務局互聯網站參閱該資料冊，網址如下：www.csb.gov.hk 內的“公務員隊伍的管理－聘任”。

- (i) 持有本港以外學府／非香港考試及評核局頒授的學歷人士亦可申請，惟其學歷必須經過評審以確定是否與職位所要求的本地學歷水平相若。現正修讀學士學位課程最後一年的學生或將於下一屆畢業的學生，則須在申請書內註明於畢業試後可獲取的資格。所有申請人均無須於現階段夾附任何文憑／證書、成績單或其他學歷證明文件的正本或副本。
- (j) 本欄內的公務員職位空缺資料，也可於互聯網上的香港政府一站通內閱覽，網址如下：www.gov.hk。