



## INLAND REVENUE DEPARTMENT (CIVIL SERVICE VACANCY)

### Assistant Assessor

**Salary:** Master Pay Scale Point 16 (\$29,455) to Master Pay Scale Point 27 (\$49,445) per month.

**Entry Requirements :** Candidates should (a) (i) have a Hong Kong degree in accountancy, or in another field with accountancy as one of the subjects being studied, or equivalent; or (a) (ii) be a registered student of the Hong Kong Institute of Certified Public Accountants (HKICPA) Qualification Programme, or equivalent; (b) have a pass in the Aptitude Test (AT) in the Common Recruitment Examination (CRE); (c) have met the language proficiency requirements of 'Level 2' results in the two language papers [Use of Chinese (UC) and Use of English (UE)] in the CRE, or equivalent; and (d) be able to speak fluent Cantonese and English.

**Assistant Assessor Written Examination :** Candidates who meet the entry requirements are required to sit for and pass the written examination to be held tentatively in early January 2017. Candidates who are invited to attend the examination will normally receive an invitation by late December 2016 subject to the actual date on which the examination will be held. The results of the written examination will be used for considering candidates for the selection interviews, which are tentatively scheduled for March 2017. As it takes time to verify candidates' qualifications, an invitation to the examination does not imply that their qualifications meet the entry requirements of the Assistant Assessor post.

**Remarks :** (a) Candidates with the qualification stipulated at the entry requirements (a) (i) above should specify clearly in the application forms their **major** area of studies and the **accountancy** subjects studied. (b) Candidates without the requisite academic qualification stated at entry requirements (a) (i) above for the time being, but are undergoing further studies with a view to obtaining the requisite qualification by **June 2017** may also apply. However, they will only be considered for appointment subject to the requisite qualification obtained. (c) Candidates without the requisite CRE results or equivalent, but have met the other entry requirements and will sit for the CRE and / or Basic Law Test (BLT) to be held on 10 December 2016 in seven cities outside Hong Kong may also apply. They must indicate in their application forms the paper(s) they will attempt in the aforesaid examination. In such cases, they **must** submit a copy of their result notification by post to the enquiry address below once the CRE and / or BLT results are available and before the Assistant Assessor written examination.

**Notes :** (a) Candidates' results in the AT paper are classified as pass or fail. (b) 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. (c) For civil service 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 UC paper of the CRE. 'Level 4' in Chinese Language of the HKDSEE; or 'Grade D' in Chinese Language and Culture or Chinese Language and Literature of the HKALE, are accepted as equivalent to 'Level 1' in the UC paper of the CRE. 'Level 5' or above in English Language of the HKDSEE; or 'Grade C' or above in Use of English of the HKALE; or 'Grade C' or above in English Language of the General Certificate of Education (Advanced Level) (GCE A Level), are accepted as equivalent to 'Level 2' in the UE paper of the CRE. 'Level 4' in English Language of the HKDSEE; or 'Grade D' in Use of English of the HKALE; or 'Grade D' in English Language of the GCE A Level, are accepted as equivalent to 'Level 1' in the UE paper of the CRE. (d) 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 are 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. (e) For the purpose of heightening public awareness of the Basic Law (BL) and promoting a culture of learning of BL in the community, applicants for civil service jobs will be assessed on their BL knowledge. The BL test result will constitute an appropriate weighting in a candidate's overall assessment.

**Duties :** An Assistant Assessor is mainly deployed on assessment and / or collection of taxes and / or undertaking other duties under the Ordinances administered by the Department.

**Terms of Appointment :** New appointees 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 :** Application form [G.F.340 (Rev. 3/2013)] is obtainable from any Home Affairs Enquiry Centre 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 (CSB) website at <http://www.csb.gov.hk>. Completed application forms should reach the address specified below before the closing date for applications. Please specify the post to be applied for on the envelope. For application by post, please ensure that the return address is clearly written on the envelope and sufficient postage is affixed before posting to avoid unsuccessful delivery of application. Any underpaid mail items will be returned or disposed of by the Hongkong Post in accordance with the established procedures. On-line applications can also be made through the CSB's website at <http://www.csb.gov.hk>. Candidates who are not invited to attend the Assistant Assessor written examination by late December 2016 may assume that their applications are unsuccessful.

**Address and Enquiry Telephone :** Appointments Section, Personnel Registry, Inland Revenue Department, 37/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong. For enquiries, please call 2594 5237 or 2594 5231.

**Closing Date for Applications :** 8 December 2016



### **General Notes**

- (a) 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.
- (b) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.
- (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) The information on the maximum pay point is for reference only and it may be subject to changes.
- (e) Fringe benefits include paid leave, medical and dental benefits, and where appropriate, assistance in housing.

- (f) Where a large number of candidates meet the specified entry requirements, the recruiting department may devise short-listing criteria to select the better-qualified candidates for further processing.
- (g) 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 without being subject to further short-listing.
- (h) 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.
- (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) 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.