

INLAND REVENUE DEPARTMENT (NON-CIVIL SERVICE VACANCY)

Contract Project Assistant

Salary : \$12,850 per month

Entry Requirements : Candidates should (a) complete Form 5 education and have a Hong Kong diploma in Computer Science, or equivalent; (b) have at least one year's working experience in Microsoft Visual Studio – Visual Basic and Microsoft Access application development; (c) be familiar with the application of Windows XP, Windows Vista, Windows 7/8/8.1, Mac, Java, Internet Explorer, Firefox, Safari, Chrome, SQL (Structured Query Language), Excel VBA (possession of knowledge in Visual FoxPro would be an advantage); and (d) be fluent in Cantonese and spoken English.

Duties : (i) Performing system design and development; (ii) Collecting user requirements, developing programs by Microsoft Visual Studio – Visual Basic and Microsoft Access and conducting user acceptance testing, and (iii) Answering public enquiries on the e-services and providing appropriate solutions.

Terms of Appointment : Successful candidates will be appointed on non-civil service contract terms initially for a fixed period of one year.

Notes : Candidates are required to state in detail their working experience in Microsoft Visual Studio – Visual Basic and Microsoft Access application development on **a separate sheet** to substantiate their meeting of item (b) of the above entry requirements. The information should include the name of the related firms, period of employment, position held and description of duties.

How to Apply : Application form (G.F.340 (Rev. 3/2013)) is obtainable from any Public Enquiry Service Centre of District Office, 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 (<http://www.csb.gov.hk>). Completed application form should reach the enquiry address on or before the closing date for application. Please state the post to be applied for on the envelope. On-line application can also be made through the CSB's website at (<http://www.csb.gov.hk>). Applicants who are invited for interviews will normally receive an invitation in about six weeks from the closing date for application. Those who are not invited for interviews may assume that their applications are unsuccessful.

Address and Enquiry Telephone No. : Appointments Section, Personnel Registry, Inland Revenue Department, 37/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong. Enquiry Telephone No.: 2594 5237.

Closing Date for Application : **31 July 2014 (Thursday)**

General Notes :

- (a) Non-civil service vacancies are not posts on the civil service establishment. Candidates appointed are not on civil service terms of appointment and conditions of service. Candidates appointed are not civil servants and will not be eligible for posting, promotion or transfer to any posts in the Civil Service.
- (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) 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. In these circumstances, only short-listed candidates will be invited to attend recruitment examination and/or interview.
- (e) 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.
- (f) 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 short-listing.
- (g) 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.