

INLAND REVENUE DEPARTMENT (NON-CIVIL SERVICE VACANCY)

Temporary Junior Clerk

Salary: 10,550 per month

Entry Requirements:

- (a) Completion of Secondary 4, subjects studied including Chinese, English and Mathematics or equivalent;
- (b) Chinese and English word processing speed at 20 w.p.m. and 30 w.p.m. respectively; and
- (c) Knowledge of using MS Word and MS Excel;
- (d) Preference would be given to candidates with relevant working experience

Note: Applicants should provide supporting documents for meeting the entry requirements including academic qualifications, skills and working experience. Applications will not be considered if the applicants fail to provide the supporting documents upon request.

Duties: Mainly deployed on general office support and simple clerical duties, including photocopying, receiving and dispatching, filing, document processing, customer service and departmental support duties.

Terms of Appointment: Successful candidates will be offered appointment on non-civil contract terms initially for three months and will be considered for renewal of contract subject to operational needs and their satisfactory conduct and performance.

How to Apply: Application Forms [G.F. 340(Rev. 3/2013)] are 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 form can also be downloaded from the Civil Service Bureau's (CSB) website (<http://www.csb.gov.hk>).

Completed application forms together with photocopies of academic results / certificates and employment proof (e.g. employment certificates, reference letters, etc.) should reach the following enquiry address below on or before the closing date for application. For submission by post, the deadline is based on the stamp chop date. Please state "Application for Temporary Junior Clerk" on the envelope. Late applications or applications which are incomplete or fax or email applications will not be considered. Applicants should ensure that the correct address is clearly printed or written on the envelope and sufficient postage is affixed before posting so as to avoid unsuccessful delivery of application. Any underpaid mail items will be returned or disposed of by the Hong Kong Post.

Applications who are not invited for interview within 8 weeks from the closing date may assume that their applications are unsuccessful.

Candidates should bring along the following documents when attending interviews : (1) HKID Card; (2) Original of academic proof; (3) Original of employment proof; and (4) One recent photo.

Contact Address and Enquiry Telephone No. : Appointments Section, Personnel Registry, Inland Revenue Department, 37/F., Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong. For enquiries, please call 2594 5456.

Closing Date for Applications: 13 December 2018

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) 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.
- (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) 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.
- (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 any 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 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 Civil Service Bureau's website at <http://www.csb.gov.hk> under “Administration of the Civil Service – Appointments”.
- (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 contact address.