

**INLAND REVENUE DEPARTMENT
(NON-CIVIL SERVICE VACANCY)**

Contract Project Assistant

Salary : \$16,720 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 with knowledge in Crystal Reports and Microsoft Access application development; (c) have knowledge in commonly used programming languages such as Java, JavaScript, SQL (Structured Query Language), VBA on Excel and have good concept on program logic, relational database, multi-user programming, data security and system design (possession of knowledge in Visual FoxPro and application of XML file would be an advantage); (d) be familiar with the application of Windows 7/8/8.1/10, Internet Explorer, Microsoft Edge, Firefox, Safari, Chrome; and (e) 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, Microsoft Access and Excel VBA and conducting user acceptance testing; (iii) Answering public enquiries on the e-services and providing appropriate solutions; and (iv) providing support to the website of the Inland Revenue Department.

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 firm, period of employment, position held and description of duties.

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 on or 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. The postmark date on the envelope will be regarded as the date of application. On-line applications can also be made through the CSB's website at <http://www.csb.gov.hk>. Applications which are incomplete or submitted by fax or e-mail will not be considered. Candidates 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 5455.

Closing Date for Application : **14 November 2019 (Thursday)**

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 qualification. They should submit copies of their official transcripts and certificates by mail to the above enquiry address.