



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

### CONTRACT ASSISTANT ASSESSOR

**Salary:** HK\$25,410 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 studied, or equivalent <sup>Note(1)</sup>; or (a)(ii) be a registered student of the Hong Kong Institute of Certified Public Accountants (HKICPA) Qualification Programme, or equivalent; (b) have met the language proficiency requirements of Level 2 or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or Hong Kong Certificate of Education Examination (HKCEE), or equivalent <sup>Note (2)</sup>; and (c) be able to speak fluent Cantonese and English.

**Notes:** (1) Candidates with the qualification stipulated at the entry requirement (a)(i) above should indicate in the application forms their **major** area of studies and the **accountancy** subjects studied. (2) For appointment purpose, Grade C and Grade E in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 are accepted administratively as comparable to Level 3 and Level 2 respectively in Chinese Language and English Language in the 2007 HKCEE and henceforth.

**Duties:** A Contract 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:** Successful candidate will be appointed on non-civil service contract terms for a period of not more than 12 months. Renewal of contract will be subject to operational needs and their performance and conduct.

**Fringe Benefits:** Rest days, statutory holidays, annual leave, maternity/paternity leave and sickness allowance, where appropriate, will be granted in line with the provisions of the Employment Ordinance.

**How to Apply:** Application forms [G.F.340 (Rev. 3/2013)] are obtainable from any Home Affairs Enquiry Centre of District Offices, Home Affairs Department or any Job Centres 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 forms submitted in person or by post should reach the contact address specified below on or before the closing date for applications. Please specify the post being applied for on the envelope. On-line applications can also be made through the CSB's website (<http://www.csb.gov.hk>).

For professional/academic qualifications awarded by local institutions/Hong Kong Examinations and Assessment Authority, copies of the relevant transcripts and certificates of academic qualifications and/or certificates and examination status reports of professional qualifications are not required to be submitted at this stage of application. For holders of professional/academic qualifications other than the above, copies of their relevant transcripts and certificates of academic qualifications and/or certificates and examination status reports of professional qualifications should be submitted together with the completed application forms. For applicants who apply on-line, they should submit copies of the required supporting documents by post to the contact address below **on or before 17 December 2020**. The on-line application number should be quoted on the envelope and on every page of the copies of the supporting documents.

The postmark date on the envelope will be regarded as the date of submission of application and/or supporting documents. To avoid delayed or unsuccessful delivery of applications by post, please ensure that the correct address is clearly printed or written on the envelope and sufficient postage has been affixed before posting. Mail items bearing insufficient postage will not be delivered to this Department and will be returned to the sender or disposed of by the Hongkong Post, where appropriate. Applicants will bear any consequences arising from paying insufficient postage.

If applications are late or incomplete, or not duly signed, or not made in the prescribed form [G.F.340 (Rev. 3/2013)], or submitted by fax or email, or without copies of the required supporting documents, or if the required supporting documents are received after the above specified dates or are insufficient, such applications will **NOT be considered**.

Applicants are encouraged to provide their email addresses on the application forms. Candidates who are invited for interview will normally receive an invitation by email in about 4 to 6 weeks from the closing date for application. Those who are not invited for interview may assume that their applications are unsuccessful.

**Contact 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 5306.

**Closing Date for Applications : 10 December 2020**



### **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 the selection 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 without being subject to any further shortlisting criteria. 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 <https://www.csb.gov.hk> under “Administration of the Civil Service

- Appointments”.

- (g) Holders of professional/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 relevant transcripts and certificates of academic qualifications and/or certificates and examination status reports of professional qualifications by post to the above contact address.
- (h) 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.