

INLAND REVENUE DEPARTMENT (CIVIL SERVICE VACANCY)

Assistant Taxation Officer

Salary: Master Pay Scale Point 3 (\$15,560) to Master Pay Scale Point 15 (\$31,750) per month.

Entry Requirements: Candidates should (1)(a) have Level 2 or equivalent ^{Note (i)} or above in five subjects including Chinese Language, English Language and Mathematics in the Hong Kong Diploma of Secondary Education Examination (HKDSEE), or equivalent; **or** (1)(b) have Level 2 ^{Note (ii)} / Grade E or above in five subjects including Chinese Language, English Language and Mathematics in the Hong Kong Certificate of Education Examination (HKCEE), or equivalent; **and** (2) have met the language proficiency requirements of Level 2 ^{Note (ii)} or above in Chinese Language and English Language in the HKDSEE or HKCEE, or equivalent; **and** (3) be able to speak fluent Cantonese and English; **and** (4) have a pass result in the Basic Law Test ^{Note (iii)}.

[Remark : Preference may be given to candidates possessing relevant knowledge or experience in accounting and / or taxation. Candidates may state in detail their relevant qualifications and experience in the application form.]

Duties: An Assistant Taxation Officer, under the supervision of senior officers, is mainly deployed to (1) assist in tax assessment, document processing, tax collection and recovery; and (2) handle tax enquiries and other related duties.

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.

Notes: (i) For civil service appointment purpose, “Attained” in Applied Learning subjects (subject to a maximum of two Applied Learning subjects), and Grade E in Other Language subjects in the HKDSEE are accepted as equivalent to Level 2 in the New Senior Secondary subjects in the HKDSEE. (ii) For civil service 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. (iii) All applicants for civil service jobs will be assessed on their Basic Law knowledge. A pass result in the Basic Law Test is an entry requirement for civil service jobs requiring non-degree / non-professional qualifications at or above completion of secondary education level. Only those candidates who have passed the Basic Law Test will be considered for appointment. Attaining a score at or above 53 out of the full mark of 100 (i.e. getting at least 8 out of 15 questions correct) will be deemed to have a pass result in the Basic Law Test. The Basic Law Test result will also constitute an appropriate weighting in a candidate’s overall assessment. For candidates who have not taken the Basic Law Test or have not attained a pass result in the Basic Law Test at the time of application, they may still apply for the job and arrangements will be made for them to take the Basic Law Test during the recruitment process.

How to Apply: Application forms [G.F. 340 (Rev. 3/2013)] are obtainable from any Home Affairs Enquiry Centres 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 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 Civil Service Bureau's website (<http://www.csb.gov.hk>).

For qualifications awarded by local institutions / Hong Kong Examinations and Assessment Authority, copies of the relevant transcripts / diplomas / certificates / other qualification documents are **not** required to be submitted at this stage of application. As for qualifications obtained from institutions outside Hong Kong, copies of the relevant transcripts / diplomas / certificates or other qualification documents **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 23 September 2021**. The on-line application number should be quoted on the envelope and 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.

Applications which are incomplete, late or submitted by fax or email, or not made in the prescribed form, not duly signed, or not accompanied by photocopies of the required documents 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 or by post) in about 10 to 12 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 5070.

Closing Date for Applications: 23 September 2021 (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 requirements irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.
- (c) 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.
- (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) The information on the maximum pay point is for reference only and may be subject to changes.
- (f) Fringe benefits include paid leave, medical and dental benefits, and where appropriate, assistance in housing.
- (g) 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 selection interviews.
- (h) 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 shortlisting. Applications 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”.
- (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 post to the above contact address.
- (j) Civil service vacancies information contained in this column is also available on the GovHK on the Internet at <http://www.gov.hk>.
- (k) 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.