

INLAND REVENUE DEPARTMENT (NON-CIVIL SERVICE VACANCY)

Temporary Junior Clerk

Salary : 14,080 per month

Entry Requirements :

- (a) Completion of Secondary 4, subjects studied including Chinese, English and Mathematics, or equivalent; and
- (b) Familiar with Chinese and English input methods or computer operations, such as word-processing, spreadsheet and presentation software.

Note : (i) Preference would be given to candidates with relevant working experience; (ii) Applicants should provide supporting documents including academic qualifications, skills and working experience as proof for meeting the entry requirements, and (iii) Applicants are required to state clearly the knowledge of computer software and the Chinese and English typing speeds in P.4 (Professional Qualifications) of the application form.

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 : (i) Successful candidates will be offered appointment on non-civil contract terms; (ii) The contract duration will not normally be more than six months. Renewal of contract should be 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 Home Affairs Enquiry Centres of District Offices, Home Affairs Department or any Job Centres 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>). On-line applications can also be made through the Civil Service Bureau's website (<http://www.csb.gov.hk>).

Applicants must state in detail in the application forms their academic qualifications and work experience (if applicable) which they have attained by the closing date for application, including the exact start and end dates of their period(s) of employment. Completed application forms together with (i) ALL copies of official certificates and transcripts of their academic qualifications; and (ii) ALL copies of proof of their work experience specifying their period(s) of employment, submitted in person or by post should reach the contact address specified below on or before the closing date for application. Please specify the post being applied for on the envelope. The postmark date on the envelope will be regarded as the date of submission of application. **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 13 February 2023.** 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 [G.F.340 (Rev. 3/2013)], not duly signed, or not accompanied by photocopies of the required documents will **NOT** be considered. Please note that declarations in any form are not accepted.

Applicants are encouraged to provide their email addresses on the application forms. Applicants who are not invited for interview within 8 weeks from the closing date for application may assume that their applications are unsuccessful.

Contact Address and Enquiry Telephone No. : Appointments Section, Personnel Registry, Inland Revenue Department, 10/F, Inland Revenue Centre, 5 Concorde Road, Kai Tak, Kowloon, Hong Kong. For enquiries, please call 2594 5456.

Closing Date for Applications : 9 February 2023

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) 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's 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's 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.