

INLAND REVENUE DEPARTMENT (NON-CIVIL SERVICE VACANCY)

Temporary General Assistant

Salary: \$9,090 per month.

Entry Requirements:

- (a) Completion of Primary 6 or above, subjects studied including Chinese and English subjects;
- (b) Able to read and write Chinese and simple English; and
- (c) Preference would be given to candidates with relevant working experience.

Note: (a) A trade test will be conducted during the interview; and (b) 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:

- (a) To perform office sundry duties and simple clerical duties, including filing, receiving and dispatching, photocopying and counter duties, etc.;
- (b) To perform general manual duties, including transporting mail bags, documents, stationery and office equipment etc.; and
- (c) To assist in various departmental support.

Terms of Appointment: Successful candidates will be offered appointment on non-civil service 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 should reach the 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 General Assistant" on the envelope. Late applications or applications which are incomplete or fax or email applications will not be considered. Applicants 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/Copy of academic and employment proof; and (3) One recent photo.

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 5233.

Closing Date for Applications: 1 August 2014.

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 criteria.
- (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 below enquiry address.