

INLAND REVENUE DEPARTMENT (CIVIL SERVICE VACANCY)

Assistant Taxation Officer

Salary: Master Pay Scale Point 3 (\$16,695) to Master Pay Scale Point 15 (\$34,060) per month.

Entry Requirements: Candidates should have (1)(a) 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) 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) met the language proficiency requirements of Level 2 *Note (ii)* or above in Chinese Language and English Language in HKDSEE or HKCEE, or equivalent; and be able to speak fluent Cantonese and English; **and** (3) a pass result in the Basic Law and National Security 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 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 knowledge of the Basic Law and the National Security Law. A pass result in the BLNST is an entry requirement for all civil service jobs. Only those applicants who have passed the BLNST will be considered for appointment. For applicants who have not taken the relevant BLNST or have not attained a pass result in the relevant BLNST at the time of application, they may still apply for the job and arrangements will be made for them to take the relevant BLNST during the recruitment process.

How to Apply: Applications must be made in the **prescribed application forms [G.F. 340 (Rev. 7/2023)]** which can be obtained from any Home Affairs Enquiry Centre of District Offices, Home Affairs Department or any Job Centres of the Employment Services Division, Labour Department or downloaded from the Civil Service Bureau's (CSB) website (<http://www.csb.gov.hk>).

The new version of application form for Government jobs [G.F. 340 (Rev. 7/2023)] has been in use with effect from 26 July 2023. Candidates who apply for Government jobs advertised on or after 26 July 2023 should use the new [G.F. 340 (Rev. 7/2023)]. If candidates submit the old version form [G.F. 340 (Rev. 3/2013)], they will be required to fill in the new [G.F. 340 (Rev. 7/2023)] afresh and submit it within seven days upon request. If candidates fail to submit the new [G.F. 340 (Rev. 7/2023)] within the stipulated deadline, their applications will not be processed further.

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. Online applications can also be made through the CSB'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 online, they should submit copies of the required supporting documents by post to the contact address below **on or before 24 August 2023**. The online 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.

Candidates who are invited for interview will normally receive an invitation in about 10 to 12 weeks from the closing date for application. As invitations will be issued by post or email, applicants should provide accurate correspondence address and email address and ensure that their email accounts can receive incoming emails properly. 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, 10/F, Inland Revenue Centre, 5 Concorde Road, Kai Tak, Kowloon, Hong Kong. For enquiries, please call 2594 5070.

Closing Date for Applications: 17 August 2023 (Thursday)

General Notes

- (a) 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.
- (b) Applicants must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.
- (c) 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.
- (d) The information on the maximum pay point is for reference only and may be subject to changes.
- (e) Fringe benefits include paid leave, medical and dental benefits, and where appropriate, assistance in housing.
- (f) 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.
- (g) It is the 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 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'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".
- (h) 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.
- (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 online system would likely be overloaded due to large volume of applications. To ensure timely completion of your online application, it is advisable to submit the application as early as possible.