



Civil Service

The Hong Kong civil service makes up about 4% of Hong Kong's labour force and provides staff for all government departments and other units of administration, and carries out the intent of the government as it serves the community. For graduates, the Civil Service remains an attractive option with good pay and promotion prospects, job security and impressive training programmes.



The government is the largest employer of locally hired staff in Hong Kong, offering plenty of opportunities for fresh graduates. The service is structured into many departments with various job categories in the administrative, professional and technical fields.

POSITIONS

Civil Service positions generally fall into two categories: general and departmental. The former is divided into Administrative Officer and Executive Officer II.

Administrative Officers are mainly deployed on the coordination, formulation and implementation of government policies and programmes, and the control of the resources involved.

Executive Officers II assist in the day-to-day administrative functions in support of departmental objectives and activities, resource planning and control, personnel management, community relations and also district administrative liaison functions.

Advertisements in some local newspapers and postings at District Offices and Labour Department Offices serve as the main recruitment avenues.

EDUCATION & REQUIREMENTS

To apply for the post of Administrative Officer, graduates need to have first- or second-class Honours or a postgraduate degree. Candidates for the position of Executive Officer II, on the other hand, must have an unspecified degree.

To achieve the aim of a civil service which is biliterate and trilingual, language proficiency in Chinese and English is required. For civil service posts requiring degree or professional qualifications, applicants are required to obtain either 'Level 2' or 'Level 1' results in the two language papers (Use of Chinese and Use of English) in the



Common Recruitment Examination as stipulated by individual recruiting grades/departments.

For civil service posts with general academic qualifications set below the degree level, individual recruiting grades departments will stipulate the language proficiency requirements in regards to the job requirements of the posts concerned. In general, for posts with academic requirements set at the Hong Kong Certificate of Education Examination (HKCEE) level, applicants should attain at least Level 2 in Chinese Language and English Language in the HKCEE, or equivalent.

SALARY & BENEFITS

Administrative Officers start at point 27 of the Civil Service MPS, which means a monthly salary of \$36,740. The salary for Executive Officer II starts from point 17, or \$22,985.

The government's policy is that Civil Service pay and fringe benefits should be comparable with those offered by employers in the private sector, so the evaluation of Civil Service salaries is conducted regularly for suitable adjustment to attract and retain staff and to provide an efficient public service.

Civil servants also enjoy a comprehensive range of fringe benefits such as free basic medical and dental care, education allowances, housing benefits, annual leave, paid sick leave and maternity leave.

FURTHER TRAINING

The Civil Service provides extensive training possibilities, on which the government places great emphasis. Designed to increase efficiency and to help civil servants meet new challenges, the training also helps develop employees' full potential.

Job-related training is arranged by departments while induction and grade specific management training for general grade members are in general provided by the respective grade management. Full-time and part-time courses are provided, either locally or overseas, for staff to obtain the requisite knowledge.

The Civil Service Bureau provides robust training and development support to departments through the Civil Service Training and Development Institute. There are four core service areas: senior executive development, national studies programmes, human resource management consultancy service and promotion of a continuous learning culture.

FURTHER INFORMATION

The Youth Employment Start (Y.E.S.) was setup to provide one-stop employment and self-employment support services to young people aged between 15 and 29.

For more information on Y.E.S, visit www.e-start.gov.hk or email enquiry@e-start.gov.hk. For enquiries about on vacancies, browse the Interactive Employment Service of the Labour Department at www.jobs.gov.hk.