

<b>Job Title</b>	<b>Part Time Clerk</b>
Working Location	Hong Kong Island, Kowloon, New Territories and Outlying Islands (including Lantau Island and Hei Ling Chau).
Salary	\$48 to \$100 per hour, depending on the complexity of work.
Entry Requirements	<p>Candidates should have (a) Level 2 <sup>Note</sup> / Grade E or above in five subjects (which should include Chinese Language and English Language) in the Hong Kong Certificate of Education Examination (HKCEE), or equivalent; (b) Proficiency in common computer software applications, such as MS Word, Excel and PowerPoint, etc; (c) Relevant working experience in at least one of the following fields, i.e. personnel, procurement, committee work, record management and related areas. (d) Good knowledge of the government regulations and procedures on appointments, record management, general accounting and procurement matters in the Civil Service would be an advantage.</p> <p><i>Note : 'Grade E' in Chinese Language and English Language (Syllabus B) in previous HKCEE are accepted administratively as comparable to 'Level 2' in Chinese Language and English Language in the 2007 HKCEE and henceforth.</i></p>
Duties	Successful candidates will be assigned to carry out various clerical tasks such as data entry, typing, filing, stock-taking, counter services and general accounting duties, etc.
Terms of appointment	Successful candidates will be appointed on non-civil service contract terms for a specified period. They will normally be requested to work for two to five days per week during office hours for not more than 16 hours per week. The actual working hours will depend on the operational needs of individual offices. During the contract period, they will be contacted when their services are required.
Fringe benefits	Contribution to Mandatory Provident Fund (MPF) Scheme will be made in accordance with the MPF Schemes Ordinance, Cap 485.

Enquiry Address	Departmental Administration Unit, Correctional Services Department, 24/F, Wanchai Tower, 12 Harbour Road, Wanchai, Hong Kong.
Enquiry Telephone	2582 5029
Closing Date for Application	Applications are accepted now but will close when all vacancies are filled.
How to Apply	Candidates should send the completed application form with “Application for Part-time Clerk” stated on the envelopes to the above enquiry address either by post, by email [email address: <a href="mailto:wong_anthony_kk@csd.gov.hk">wong_anthony_kk@csd.gov.hk</a> ] or by fax [Fax No: 2583 9307]. Applications with incomplete or unclear information will not be considered. Eligible candidates will be invited for interview when vacancies arise.
General Notes	<p>(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</p>

	<p>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 above enquiry address.</p>
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