



CORRECTIONAL SERVICES DEPARTMENT

(Civil Service Vacancies)

Instructor (Leather Work)

Salary: Disciplined Services (Rank and File) Pay Scale Point 4 (\$24,040) to Disciplined Services (Rank and File) Pay Scale Point 22 (\$41,615) per month.

Entry Requirements:

Candidates should (a) have completed an apprenticeship or institutional training in leather work or footwear trade; or be able to furnish evidence that they have had at least 5 years' working experience in leather products or footwear production [Note 1 under Entry Requirements]; (b) have attained a level of proficiency in Chinese and English Languages equivalent to Secondary 3 standard; and be able to speak fluent Cantonese and simple English; (c) undergo and pass a trade test in leather work [Note 2 under Entry Requirements]; and (d) have a pass result in the Basic Law and National Security Law Test [Note 3 under Entry Requirements].

- Notes:**
1. Candidates should specify clearly the requisite relevant experience in the application forms.
 2. Only those candidates who have passed the trade test in leather work and then selection interview will be considered for appointment.
 3. 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 Basic Law and National Security Law Test is an entry requirement for all civil service jobs. Only those candidates who have passed the Basic Law and National Security Law Test will be considered for appointment. For candidates who have not taken the relevant Basic Law and National Security Law Test or have not attained a pass result in the relevant Basic Law and National Security Law Test at the time of application, they may still apply for the job and arrangements will be made for them to take the relevant Basic Law and National Security Law Test during the recruitment process.

Duties:

An Instructor (Leather Work) is mainly deployed on (a) training, instructing and supervising persons in custody in correctional facilities engaging in leather products or footwear production; (b) overseeing work processes including sewing of leather products and shoe-uppers, shoe-lasting, pattern making, product finishing and packaging, quality assurance, material estimation, machines and equipment operation and maintenance; (c) assisting Technical Instructor in preparing vocational training materials and teaching related classes; (d) enforcing the Code of Practice of Occupational Safety & Health and related regulations; and (e) performing any other duties assigned.

(Note: Subject to the provisions of the Prisons Ordinance; the appointee may be required to wear uniform, work shifts, work in remote areas and live in departmental quarters.)

Terms of Appointment:

A new appointee will be appointed on civil service probationary terms for three years. Upon passage of probation bar, he/she may be considered for appointment on the prevailing permanent terms.

General Notes:

- (a) 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 address below, with specification of their Hong Kong Permanent Identity Card numbers and online application numbers, if applicable.
- (b) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.
- (c) 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.
- (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) The information on the maximum pay point is for reference only and it may be subject to changes.
- (f) Fringe benefits include paid leave, medical and dental benefits, and where appropriate, assistance in housing.
- (g) 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 the trade test in leather work.
- (h) 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 trade test in leather work without being subject to 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 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”.

- (i) 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.
- (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.

How to Apply:

Application Forms [G.F. 340 (Rev. 7/2023)] 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 said form can also be downloaded from the Civil Service Bureau’s 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 forms should reach the address below on or before the closing date for application. Please specify “**Application for the post of Instructor (Leather Work)**” on the envelope.

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. The postmark date on the envelope will be regarded as the date of application.

Applicants may also apply online through the Civil Service Bureau's website (<http://www.csb.gov.hk>).

Applications without copies of the required information/supporting documents requested in this recruitment advertisement, or submitted by fax or e-mail **will not be accepted**.

Candidates who are selected for the trade test in leather work will normally receive invitations in about two months from the closing date for application. Those who are not invited for the abovementioned test may assume that their applications are unsuccessful.

Contact Address: Appointments Unit, Correctional Services Department Headquarters, 23/F, Wanchai Tower, 12 Harbour Road, Wan Chai, Hong Kong.

Enquiry Telephone: 2582 5112

Closing Date for Application: 2 May 2024