

CORRECTIONAL SERVICES DEPARTMENT

(Non-Civil Service Vacancies)

Assistant Officer (Post-retirement Service Contract) [AO(PRSC)]

Salary: HK\$28,920 per month

Entry Requirements:

Candidates should (a) be retired Assistant Officer II / Assistant Officer I / Instructor / Technical Instructor who have ceased active service in the Correctional Services Department for not more than 3 years, or be retiring Assistant Officer II / Assistant Officer I / Instructor / Technical Instructor who have commenced final leave at the time of close of application [Notes 1 - 3 under Entry Requirements]; (b) have maintained good record of performance, conduct and discipline during government service period; and (c) be physically fit for prolonged standing and inspection.

Notes:

1. Each application should be submitted with copies of documentary proof of relevant work experience, e.g. letter regarding the effective date of retirement or Record of Service (G.F.115).
2. The final leave period refers to the time of absence covered by any leave granted to individual civil servants after they have ceased active duty and prior to their leaving the Civil Services.
3. Preference would be given to applicants who obtain a valid Registered/Enrolled Nurse Certificate, Construction Industry Safety Training Certificate or Driving License.

Duties:

An AO(PRSC) is mainly deployed to –

- (a) take up the duties of Electric Carts / Carriers Operator to convey visitors and goods to locations as directed;
- (b) take up the duties of Visit Room Assistant to arrange booking of legal/official visits, visitor registration as well as guidance on the use of electronic lockers;
- (c) take up the duties of Telemedicine Assistant to assist in arranging the telemedicine consultation;
- (d) take up the duties of Enquiry Hotline Operator to handle enquiries, suggestions and complaints from the public through phone, e-mail, etc., refer enquiries, suggestions and complaints to responsible sections/units for follow-up actions as well as provide administrative and operational support to the service;

- (e) to take up the duties of CSD Multi-purpose Family and Rehabilitation Service Centres to provide psychological and counselling services for rehabilitated offenders and their families, as well as a video visit service for declared visitors of persons in custody;
- (f) to take up the duties of Rehabilitation Dog Services for addressing the psychological needs of persons in custody; and
- (g) carry out any other duties as assigned.

(Note: Subject to the provisions of Prisons Ordinance, the appointee is required to wear uniform and work shifts; and would be deployed to institutions of Hong Kong Island, Kowloon, New Territories, Lantau Island or Hei Ling Chau according to the Department's operational needs.)

Terms of Appointment:

A new appointee will be appointed on non-civil service contract terms under the PRSC Scheme for half year.

Conditioned Hours of Work:

48 hours per week or 96 hours bi-weekly

Fringe Benefits:

- (a) A gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct. The amount of gratuity payable will be the sum which, when added to the Government's contribution to a Mandatory Provident Fund (MPF) scheme as required by the MPF Schemes Ordinance, equals 15 % of the total basic salary drawn during the contract period.
- (b) Appointees are entitled to 14 days' paid annual leave. Other benefits such as rest days, statutory holidays, maternity / paternity leave and sickness allowance, where appropriate, will be granted in accordance with the provisions of the Employment Ordinance (Cap. 57).

“No Double Benefits” Rule

Retiring civil servants on final leave taking up this PRSC position are subject to the “No Double Benefits” rule in respect of fringe benefits during the period between the PRSC employment and the final leave period (“the overlapping period”). Fringe benefits, in general, include contract gratuity, retirement benefits, housing benefits, education allowances, medical and dental benefits, passage and baggage allowances, etc. Specifically, the following arrangements should be followed:

- (i). for pensionable officers, the relevant fringe benefits under their civil service employment package will be forfeited during the overlapping period and the overlapping period will not be counted as pensionable service for computation of

- pension benefits upon retirement; and
- (ii). for officers covered by the Civil Service Provident Fund (CSPF) Scheme, their PRSC employment will not carry any form of fringe benefits including gratuity (except for statutory compensation and statutory benefits such as MPF benefits) during the overlapping period as they will continue to be eligible for CSPF contributions during the overlapping period.

Pension Suspension Arrangement:

For pensioners taking up this PRSC positions, the payment of their monthly pensions will be suspended under the pension legislation during the period of their PRSC employment, unless and until they have reached the applicable normal or prescribed retirement age specified in the relevant pension legislation. When the employees are not in receipt of pensions during the period of suspension of monthly pensions, they and their families are not eligible for civil service medical and dental benefits during the period concerned.

General Notes:

- (a) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.
- (b) PRSC 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.
- (c) Appointees are subject to all Government rules and regulations as applied to other regular staff. They are also bound by Prisons Ordinance (Cap. 234) and relevant orders/procedures. They may exercise all the powers of their ranks while being liable to all the provisions of discipline for their ranks while serving.
- (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 the selection 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 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 <https://www.csb.gov.hk> under “Administration of the Civil Service – Appointments”.

- (g) As an Equal Opportunities Employer, the Government is committed to eliminating discrimination in employment. The vacancy advertised is open to all candidates meeting the basic entry requirement irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.

How to Apply:

Application Form is obtainable from the Correctional Services Department's website at <https://www.csd.gov.hk>. Completed forms should reach the below contact address on or before the closing date for application. **Please specify “Application for the position of AO(PRSC)” 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.

Candidates holding a valid Registered/Enrolled Nurse Certificate, Construction Industry Safety Training Certificate or Driving License should attach to their applications copies of the Certificate(s) and/or License. Applications without the required information/supporting documents, or submitted by fax or e-mail **will not be accepted.**

Candidates who are selected for interview will normally be notified in writing within two months from the closing date for application. Those who are not invited for the abovementioned interview 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: 14 September 2026