

## **CORRECTIONAL SERVICES DEPARTMENT**

(Non-Civil Service Vacancies)

### **Training Assistant**

**Salary: HK\$ 30,275 per month**

#### **Entry Requirements:**

Candidates should have:

- (a) completed Secondary 3, or equivalent;
- (b) at least 30 years of full-time work experience in law enforcement departments; preference will be given to candidates with work experience in the Correctional Services Department; and
- (c) a good command of Cantonese and spoken English. Preference would be given to candidates who are able to speak fluent Putonghua or other languages.

(**Note:** Candidates are requested to indicate in the section under “Full Employment Record to date” on the application form G.F. 340 details of their relevant working experience in and provide documentary proof. Candidates failed to provide documentary proof will not be considered as having the working experience indicated on the form.)

#### **Duties:**

A Training Assistant is mainly deployed to:

- (a) Give constructive advices to subordinate officers of Security Units (i.e. rank of Assistant Officer I / Assistant Officer II) including intelligence collection, interviewing skills, searching techniques, incident handling;
- (b) Perform the teaching assistant duty in “Professional Certificate in Correctional Services (Inspectorate and Security)”;
- (c) Assist Training Officer to deliver trainings to all security staff in different security courses;
- (d) Assist Training Officer to conduct on-site coachings to all security staff at respective institutions; and
- (e) Perform any other relevant duties as required.

(**Note:** The appointee will be subject to the provisions of the Prisons Ordinance.)

#### **Terms of Appointment:**

A new recruit will be appointed on non-civil service contract terms for one year.

#### **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) Candidates appointed are eligible for 14 days’ paid annual leave. Other benefits such as rest days, general holidays, maternity or paternity leave and sickness allowance, where appropriate, will be granted in line with the Employment Ordinance and General Holidays Ordinance.

### 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 post to the contact address below, with specification of their on-line application numbers, if applicable. **Copies of local qualification documents are not required at this stage of application.**
- (b) 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.
- (c) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.
- (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 <http://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 applicants meeting the basic entry requirements irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.
- (h) Towards the application deadline, our on-line system would likely be overloaded due to large volume of applications. To ensure timely completion of your on-line application, it is advisable to submit the application as early as possible.

### How to Apply:

Applicants must apply online through the [G.F. 340 Online Application System](https://www.csb.gov.hk) of the Civil Service Bureau (<https://www.csb.gov.hk>).

Applications which are incomplete or submitted in person, by post, by fax or by e-mail will not be accepted.

Applicants are encouraged to provide their email addresses on the application forms.

Candidates who are selected for interview will normally receive email invitation 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:** 3525 0709

**Closing Date for Application:** 11 December 2025