



## **CORRECTIONAL SERVICES DEPARTMENT**

### **(Civil Service Vacancies)**

#### **Works Supervisor II**

**Salary:** Master Pay Scale Point 9 (\$25,115) to Master Pay Scale Point 12 (\$29,995) per month.

**Entry Requirements:** Candidates should have (a) a Certificate in Mechanical / Electrical Engineering from a Hong Kong polytechnic / polytechnic university or Hong Kong Institute of Vocational Education / technical college / technical institute, or equivalent; or successfully completed a recognised Technician Apprenticeship in mechanical / electrical engineering field; or at least 5 years' experience as a skilled worker in mechanical / electrical engineering field [Note 1 under Entry Requirements]; (b) attained a level of proficiency in Chinese and English Languages equivalent to Secondary 3 standard; (c) passed a trade test [Note 2 under Entry Requirements]; and (d) 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, the Basic Law and National Security Law Test 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 Basic Law and National Security Law Test or have not attained a pass result in the 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:** A Works Supervisor II is mainly deployed on (a) maintaining and repairing of workshop machinery, laundry equipment and boilers in correctional facilities; (b) liaising, co-ordinating and supervising the installation, maintenance and repair of machinery and equipment carried out by the Electrical and Mechanical Services Department personnel and service contractors; and (c)

performing craft work; requisitioning and controlling tools and machine parts; and planning programmes for maintenance work.

*(Note: Subject to the provisions of the Prisons Ordinance, the appointee is required to wear uniform and may be required to perform emergency work / work irregular hours / work shifts; and 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 email to [appointments@csd.gov.hk](mailto:appointments@csd.gov.hk), 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 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 concerned.
- (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 concerned 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 Ability – 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”.

- (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 <https://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:**

Applicants must apply online through the G.F. 340 Online Application System of the Civil Service Bureau (<https://www.csb.gov.hk>) **on or before 23 April 2026**. Applications which are incomplete or submitted in person, by post, by fax or by e-mail **will not be accepted**.

Candidates who are selected for the trade test concerned will normally receive an invitation 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, Wanchai, Hong Kong.

**Enquiry Telephone:** 2582 6050

**Closing Date for Application:** 23 April 2026