

Job Title:	Electoral Assistant
Entry Salary:	\$29,220 per month
Entry Requirements:	<p>Candidates should have –</p> <ul style="list-style-type: none"> (a) a Hong Kong Degree or equivalent; (b) Level 2 (Note 1) or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination or the Hong Kong Certificate of Education Examination (HKCEE), or equivalent; (c) Good command of written and spoken Chinese and English; (d) Proficiency in computer application; and (e) Good communication and interpersonal skills. <p>Note 1: For appointment purpose, ‘Grade E’ in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 is accepted administratively as comparable to ‘Level 2’ in Chinese Language and English Language in the 2007 HKCEE and henceforth.</p>
Duties:	<ul style="list-style-type: none"> (a) To assist in the preparation and conduct of public elections and voter registration; (b) To provide administrative support; (c) To perform outdoor work as required; and (d) To undertake any other duties assigned. <p>Note 2: May be required to work overtime and on Saturdays, Sundays and public holidays.</p>
Terms of Appointment:	Successful candidates will be employed on non-civil service contract terms for around 3 to 6 months. Renewal of contract will be subject to the service need of the Department and the performance of the candidate.
Fringe Benefits:	12 days of annual leave and entitlement for annual leave will be calculated on pro-rata basis for appointment less than 12 months. Rest days, statutory holidays (or substituted holidays), maternity/paternity leave and sickness allowance, where appropriate, will be granted in accordance with the provisions of the Employment Ordinance. An end-of-contract gratuity may be granted if the contract is satisfactorily completed with consistently high standard of performance and conduct. Such gratuity, if granted, plus any contribution made by the Government to a Mandatory Provident Fund (MPF) Scheme in respect of the appointee as required by the MPF Schemes Ordinance, will be equal to 15% of the total basic salary drawn during the contract period.
General Notes:	<ul style="list-style-type: none"> (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

	<p>their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.</p> <p>(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.</p> <p>(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.</p> <p>(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 selection interview.</p> <p>(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 any 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”.</p> <p>(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 below contact address.</p> <p>(h) Towards the application deadline, the 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.</p>
<p>Application procedures:</p>	<p>Application forms [G.F. 340 (Rev. 7/2023)] are obtainable from any Home Affairs Enquiry Centre 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).</p> <p>The new version of application form for Government jobs G.F. 340 (Rev. 7/2023)</p>

	<p>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.</p> <p>Applications submitted in person or by post should reach the contact address on or before 2 May 2024. Please mark the post being applied “Electoral Assistant” 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 submission. Applicants may also apply online through the Civil Service Bureau’s website (http://www.csb.gov.hk). Applications submitted by fax or e-mail will not be accepted. For qualifications awarded by local institutions/Hong Kong Examinations and Assessment Authority, copies of the relevant transcripts/diplomas/certificates/other qualification documents are not required to be submitted at this stage of application. As for qualifications obtained from institutions outside Hong Kong, copies of the relevant transcripts/diplomas/certificates or other qualification documents should be submitted together with the completed application forms. For applicants who apply on-line, they should submit copies of the required supporting documents by post to the contact address on or before 9 May 2024. The on-line application number should be quoted on the envelope and copies of the supporting documents. If candidates fail to provide the supporting documents as required, their applications will not be considered. Applicants are encouraged to provide their email addresses on the application forms for ease of communication. Candidates who are selected for interview will normally receive an invitation in about 10 weeks from the closing date for application. Those who are not invited for interview may assume that their applications are unsuccessful.</p>
Contact Address:	Personnel Registry, Registration and Electoral Office, 8/F, Treasury Building, No. 3 Tonkin Street West, Cheung Sha Wan, Kowloon.
Enquiry Telephone:	3847 7857
Closing Date for Application:	2 May 2024