

## Government Vacancies Enquiry System

Job Number:	48822
Department:	Security Bureau
Job Title:	Project Executive
Salary:	\$25,865 per month
Entry Requirements:	<p>Candidates should:</p> <ul style="list-style-type: none"> <li>(a) have (i) Level 2 or equivalent [Note (1)] or above in five subjects including Mathematics in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) [Note (2)], or equivalent; or (ii) Level 2 [Note (3)] / Grade E or above in five subjects including Mathematics in the Hong Kong Certificate of Education Examination (HKCEE) [Note (2)], or equivalent;</li> <li>(b) met the language proficiency requirements of Level 2 [Note (3)] or above in Chinese Language and English Language in HKDSEE or HKCEE, or equivalent;</li> <li>(c) have a good command of English and Chinese; able to communicate in one or more other Asian languages is preferred;</li> <li>(d) possess good communication skills, able to work independently and under pressure;</li> <li>(e) preferably holding a valid Hong Kong Driving License for private car;</li> <li>(f) preferably holding a valid First Aid Certificate issued by the St. John Ambulance Association, Hong Kong Red Cross or Auxiliary Medical Service or other comparable recognized qualifications; and</li> <li>(g) be able to operate common computer softwares including Chinese and English Word-processing applications, MS Word, Excel and PowerPoint etc.</li> </ul> <p>Candidates possessing the followings will be an advantage:</p> <ul style="list-style-type: none"> <li>(a) relevant skills, knowledge and experience in graphics design and production of promotional materials of projects and events;</li> <li>(b) relevant working experience in organizing functions and activities for youths in government and / or non-government settings;</li> <li>(c) relevant working experience in planning and leading trips and training courses both locally and overseas;</li> <li>(d) relevant working experience in exhibition preparation and tour guiding; and</li> <li>(e) experience in organizing functions and activities for Non-Chinese Speaking communities.</li> </ul>
Note:	<p>Note (1) : "Attained with Distinction" in Applied Learning subjects (subject to a maximum of two Applied Learning subjects), and Grade C in Other Language subjects in the HKDSEE are accepted as equivalent to Level 3 in the New Senior Secondary subjects in the HKDSEE. "Attained" in Applied Learning subjects (subject to a maximum of two Applied Learning subjects), and Grade E in Other Language subjects in the HKDSEE are accepted as equivalent to Level 2 in the New Senior Secondary subjects in the HKDSEE.</p> <p>Note (2) : The subjects may include Chinese Language and English Language.</p> <p>Note (3) : 'Grade C' and 'Grade E' in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 are accepted administratively as comparable to 'Level 3' and 'Level 2' respectively in Chinese Language and English Language in the 2007 HKCEE and henceforth.</p>
Duties:	<p>Subject to the need of work, a Project Executive may be required to work under tight deadlines, in outdoor environments, on long and irregular hours and on weekends and Public Holidays, in and out of Hong Kong. His/her main duties include:</p> <ul style="list-style-type: none"> <li>(a) to provide support to tourists visiting Sha Tau Kok to ensure smooth running of the Sha Tau Kok Trial Scheme;</li> <li>(b) to liaise with service recipients, schools and related organizations and individuals on matters regarding the execution of various youth projects and activities under Security Bureau and to foster positive relationship;</li> <li>(c) to assist the coordination, promotion and organization of various events / activities</li> </ul>

	<p>including coordinating with government departments and non-government organizations and formulate operational plans;</p> <p>(d) to make market research on items of merchandise or services to be procured and make appropriate recommendations;</p> <p>(e) to assist in maintaining proper records and files and provide administrative support for projects;</p> <p>(f) to assist in drawing up sketches / plans / maps, printing and setting up venues;</p> <p>(g) to assist in relevant logistical arrangements such as preparation of souvenirs, reception of guests, and handling inventory and stores etc.;</p> <p>(h) to represent the Bureau in attending meetings with external and internal stakeholders;</p> <p>(i) to assist the conduct of events and handle general enquiries of the related projects; and</p> <p>(j) and to perform any other duties as directed.</p>
Terms of Appointment:	<p>Successful candidates will be appointed on non-civil service contract terms up to 12 months and are expected to assume duty in April 2025. Renewal of contract will be subject to the service need of the Bureau and the performance of individual candidates.</p>
Fringe Benefits	<p>The successful candidates will be entitled to general holidays, maternity/paternity leave and sickness allowance. For a continuous employment of 12 months, the paid annual leave entitled will be 12 days. An end-of-contract gratuity may be granted if the contract is satisfactorily completed with consistently high standard of performance and conduct. This gratuity, if granted, plus the Government's contributions to the Mandatory Provident Fund (MPF) scheme in respect of the appointee as required by the MPF Schemes Ordinance, will be equal to 10% of the total basic salary drawn during the contract period.</p>
General Notes:	<p>(a) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.</p> <p>(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 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 criteria.</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 email to <a href="mailto:sb-recruit@sb.gov.hk">sb-recruit@sb.gov.hk</a>.</p> <p>(h) The successful candidate may be subject to integrity checking before appointment.</p>
How to apply:	<p>Applicants are required to submit completed application form [G.F. 340 (Rev. 7/2023)] via CSB website (<a href="http://www.csb.gov.hk">http://www.csb.gov.hk</a>) by application deadline at 5:00 p.m. on 3 February 2025.</p> <p>All applications must be submitted in accordance with the aforesaid methods. Applications</p>

not made in the prescribed form or which are incomplete or late will not be considered.

Candidates should state in detail in the online application forms their academic qualifications and employment records with post title and detailed description of duties. Candidates holding qualifications obtained from academic institutions outside Hong Kong should submit copies of their degree certificates, transcripts of studies and official documents issued by the relevant academic institutions which stated the mode of delivery (e.g. full time / part time, on campus / distance learning, etc.) of the study programmes by email to [sb-recruit@sb.gov.hk](mailto:sb-recruit@sb.gov.hk) by application deadline at 5:00 p.m. on 3 February 2025. The online application number should be quoted at the email subject when submitting the supporting documents. If candidates fail to provide the supporting documents by email as requested on or before the closing date of application, their applications will not be considered.

For purposes of contact and notification, applicants are required to state e-mail addresses in the online application forms. Candidates who are selected for interview will normally receive an invitation in about one to two weeks from the closing date for applications, but this timing is subject to change without prior notification to applicants. Those who are not invited for interview may assume their applications unsuccessful.

Contact Address:	Personnel Registry of the Security Bureau, 9th Floor, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong.
Enquiry Telephone:	3655 4728
Closing Date(dd/mm/yyyy):	03/02/2025 17:00:00
Web Site of Department:	<a href="http://www.sb.gov.hk">http://www.sb.gov.hk</a>
Application via Internet:	Online GF340 <a href="#">Submit attachment</a>
Advertising Date on Internet:	25/01/2025