

Senior Foreman (Civil Service Vacancy)

Salary: Master Pay Scale Point 12 (HK\$29,995 per month) to Master Pay Scale Point 15 (HK\$35,080 per month)

Entry Requirements:

Candidates [See Note (1)] should have –

- (a) (i) Level 2 or equivalent or above in five subjects in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or equivalent [See Notes (2) and (3)]; or
- (ii) Level 2 / Grade E or above in five subjects in the Hong Kong Certificate of Education Examination (HKCEE), or equivalent [See Notes (3) and (4)];
- (b) five years' post-qualification working experience in law enforcement;
- (c) met the language proficiency requirements of Level 2 [See Note (4)] or above in Chinese Language and English Language in HKDSEE or HKCEE, or equivalent; and be able to speak English and fluent Cantonese; and
- (d) a pass result in the Basic Law and National Security Law Test [See Note (5)].

Main Duties and Responsibilities:

A Senior Foreman is mainly deployed on –

- (a) assisting in carrying out law enforcement duties including the exercise of the power under the Control of Obscene and Indecent Articles Ordinance (COIAO) and the Film Censorship Ordinance (FCO);
- (b) inspecting video shops, retail outlets, cinemas and other venues to ensure compliance of requirements under the COIAO and the FCO;
- (c) preparing statements and serve as Government witness in Court for prosecution purpose; and
- (d) assisting in the investigation of complaints from the public, including complaints related to online platforms.

(Remarks: Senior Foreman are required to work irregular hours.)

Notes:

- (1) Applicants should have met the entry requirements on or before the closing date for application.

- (2) For civil service appointment purpose, “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.
- (3) The subjects may include Chinese Language and English Language.
- (4) For civil service appointment purpose, ‘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.
- (5) 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 relevant Basic Law and National Security Law Test or have not attained a pass result in the relevant 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.

Terms of Appointment:

A successful candidate will normally be appointed on civil service agreement terms for three years. Upon completion of the three-year agreement, the officer may be considered for appointment on the prevailing permanent terms.

How to Apply:

Application Forms [G.F. 340 (Rev. 7/2023)] are obtainable from any Home Affairs Enquiry Centres 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 (<https://www.csb.gov.hk>).

The new version of application form for Government jobs G.F. 340 (Rev. 7/2023) 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.

Completed application forms submitted by post should reach the contact address below **on or before 22 August 2024**, together with copies of (i) results of HKDSEE/HKCEE or equivalent examinations and qualification [See Notes (2) to (4)]; and (ii) reference letter or employment proof of the relevant working experience. Please specify on the envelope “**Application for the post of Senior Foreman**”. 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 the Office of the Communications Authority 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 date of submission of application.

Applicants may also apply online through the Civil Service Bureau’s website (<https://www.csb.gov.hk>). For applicants who apply on-line, they should submit copies of the required supporting documents by post to the contact address below or send the scanned copies of the above to the e-mail address (recruit-cs@ofca.gov.hk) **on or before 29 August 2024**. The on-line application number should be quoted in the email or on the envelope and every page of the copies of supporting documents.

Applications which are late or incomplete, not made in the prescribed form [G.F. 340 (Rev. 7/2023)], submitted by fax or e-mail, or without attaching or with late submission of the required supporting documents, will NOT be considered.

Applicants may be required to attend the Senior Foreman written/trade test and/or invited for the selection interview. More information about the arrangement for the Senior Foreman written/trade test and/or selection interview will be promulgated in our websites (<https://www.ofca.gov.hk> and <https://www.ofnaa.gov.hk>) from November 2024 onwards. Candidates are also encouraged to visit our websites from time to time for the updated announcement during the recruitment process.

Applicants are encouraged to provide their email addresses on the application forms. Candidates who are selected for the written/trade test and/or selection interview will normally receive an invitation (by email or by post) in about eight to 12 weeks from the closing date of application. Those who are not invited for written/trade test or selection interview may assume that their applications are unsuccessful and will not be notified individually.

Address and Enquiry Tel.: Personnel Registry, Office of the Communications Authority, 29/F., Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong. (Enquiry Tel.: 2961 6522).

Closing Date for Applications:

22 August 2024

Newspaper(s) Advertised and Date(s):

Ming Pao Daily News (9 August 2024) and
South China Morning Post (10 and 17 August 2024)

General Notes:

- (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 their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.
- (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 monthly salary and 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 Office of the Communications Authority 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 written/trade test and/or interview.

- (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 Senior Foreman written/trade test and/or 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”.
- (i) 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 **on or before 29 August 2024** by mail to the above enquiry address. Candidates who apply on-line should quote the on-line application number on the envelope and every page of the copies of supporting documents.
- (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 on-line system will 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.