

CIVIL SERVICE BUREAU - OFFICIAL LANGUAGES DIVISION

Official Languages Officer II (Civil Service Vacancy)

Salary: Master Pay Scale Point 16 (\$21,880) to Master Pay Scale Point 27 (\$36,740) per month

Entry Requirements:

Applicants should have:

- (a) a bachelor's degree from a university in Hong Kong, or equivalent^{Notes 1-2} ; **and**
- (b) attained 'Level 2' results in the two language papers (Use of Chinese and Use of English) in the Common Recruitment Examination (CRE)^{Notes 3-4}.

(Remarks: Applicants will be required to pass the Official Languages Officer Written Examination (OLOWE) [details given in the paragraph below].)

(Note 1: 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 or by fax to the address below.

Note 2: Current final year undergraduates may also apply. If selected, successful candidates will be offered appointment subject to their obtaining the requisite qualifications.

Note 3: Results in the Use of Chinese (UC) and Use of English (UE) papers are classified as 'Level 2', 'Level 1' or 'Fail', with 'Level 2' being the highest. Grade 'C' or above and Grade 'D' in Use of English of the Hong Kong Advanced Level Examination (HKALE), or equivalent, are accepted as equivalent to 'Level 2' and 'Level 1' results respectively in the UE paper of the CRE. Grade 'C' or above and Grade 'D' in Chinese Language and Culture or Chinese Language and Literature of the HKALE are accepted as equivalent to 'Level 2' and 'Level 1' results respectively in the UC paper of the CRE. Applicants with an overall band of 6.5 or above with no subtest score below band 6 obtained in the same sitting in the Academic Module of the International English Language Testing System (IELTS) within the two-year validity period of the test are considered as having met the English language proficiency requirement (item (b) of entry requirements) of the Official Languages Officer II post. The IELTS test result must be valid on the starting day of the application period, i.e. 12 March 2010.

Note 4: Applicants without the requisite CRE results, or equivalent, but have applied for the CRE to be held on 5 and 12 June 2010 may also apply. However, their applications will be processed subject to their obtaining the requisite results in the relevant papers in the aforesaid CRE. They should indicate in their application forms the paper(s) they will attempt in the said CRE.)

Official Languages Officer Written Examination (OLOWE): Eligible applicants will be invited to sit for the OLOWE, which is tentatively scheduled for July 2010 in Hong Kong. The OLOWE includes three papers, namely Chinese Practical Writing, English Practical Writing and Translation (Chinese to English and vice versa), with the aim to assess the applicants' language proficiency as Official Languages Officers. Applicants who have passed the OLOWE will be selected for interpretation test and interview based on their results in the OLOWE. Those who have failed in the OLOWE will be notified in writing around seven weeks after the examination. As it takes time to process all applications, an invitation to the OLOWE does not imply that applicants' qualifications meet the entry requirements.

Duties: Official Languages Officers II are mainly deployed on the following types of duties in bureaux and departments: (a) translating Chinese into English and vice versa; (b) interpreting in English, Cantonese and/or Putonghua at boards, committees, meetings and interviews; (c) attending meetings for the purpose of producing minutes in Chinese and/or English; (d) providing language-related support services such as drafting and vetting documents in Chinese and English, and advising on the use of the two official languages; and (e) assisting in office management work.

Terms of Appointment: New appointees will be appointed on civil service probationary terms for three years. Upon passage of probation bar, the officer may be appointed on a three-year agreement prior to consideration for appointment on the prevailing permanent terms.

How to Apply: Application must be made on the form G.F. 340 (Rev. 3/2008) which is obtainable from any Public Enquiry Service 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 (<http://www.csb.gov.hk>). Completed forms must reach the address below on or before the closing date for application. Please specify on the envelope 'Application for the post of Official Languages Officer II'. On-line application can also be made through Civil Service Bureau's website (<http://www.csb.gov.hk>). For on-line applicants with non-local academic qualifications, copies of their degree certificates and official transcripts of studies should be forwarded to the address below by post or by fax (Fax No.: 2524 2965) on or before the closing date. They should quote the on-line application number on the envelope (by post) and every page of the copies of the documents (by post and by fax). Applicants who are selected for the OLOWE will normally receive an invitation in eight to ten weeks from the closing date for application. Those who are not invited for the OLOWE may assume that their applications are unsuccessful.

Address and Enquiry Telephone Number: Staff Management Registry, Official Languages Division, Civil Service Bureau, Room 2331, 23/F, High Block, Queensway Government Offices, 66 Queensway, Hong Kong (Tel. No.: 2867 4793 / 2867 4833)

Closing Date for Application: 26 March 2010 (Friday)

General Notes:

- (a) 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.
- (b) Candidates appointed must be permanent residents of the Hong Kong Special Administrative Region unless specified otherwise.
- (c) 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.
- (d) The information on the maximum pay point is for reference only and it may be subject to changes.
- (e) Fringe benefits include paid leave, medical and dental benefits, and where appropriate, assistance in housing.
- (f) It is Government policy to place people with a disability in appropriate jobs wherever possible. If a disabled applicant meets the entry requirements (including a pass in the OLOWE), he/she will be invited to attend the interpretation test and interview without being subject to any further shortlisting criteria.
- (g) For the purpose of heightening public awareness of the Basic Law (BL) and promoting a culture of learning of BL in the community, assessment of BL knowledge will be included in the recruitment for all civil service jobs. Results of the BL test for degree/professional grades will be one of the considerations to assess the suitability of a candidate but will not affect his/her eligibility for applying for civil service jobs. As a general principle, the main consideration for suitability for appointment remains a candidate's qualifications, experience and calibre.
- (h) To ensure timely submission of on-line applications, candidates are strongly advised to complete their on-line application as early as possible in order to avoid any last-minute rush of applications which may overload the on-line system.