Civil Service Bureau

Data Dictionary
for
Government Job Vacancies
Being Advertised on
the Online Government Vacancies Enquiry System

Version : 1.0

June 2019

Amendment History

Change Number	Revision Description	Pages Affected	Version Number	Date
1	Initial release	All	1.0	June 2019

DATA DICTONARY FOR
DATA ON GOVERNMENT JOB VACANCIES BEING ADVERTISED ON
THE ONLINE GOVERNMENT VACANCIES ENQUIRY SYSTEM

1.   PURPOSE

Under the Open Data Policy of the Government of the Hong Kong Special Administrative Region (the Government), the government job vacancies information being advertised on the online Government Vacancies Enquiry System is released in machine readable format (JSON file format). This document provides information of data structure and data fields of the JSON file of the government job vacancies to data users who have adequate knowledge of JSON file format.

For job seekers or data users who do not have the knowledge of JSON file format, please browse the Government Vacancies Enquiry System at https://csboa.csb.gov.hk/csboa/jve/JVE_001.action for the government job vacancies information, or download the "Government Vacancies" mobile app from Google Play at https://play.google.com/store/apps/details?id=gov.csb.govvacancies or from Apple App Store at https://itunes.apple.com/hk/app/government-vacancies/id1001036410.

2.   URL ADDRESS AND PROPERTIES OF THE JSON FILE OF THE GOVERNMENT JOB VACANCIES

Resource URL Address:
https://www.csb.gov.hk/datagovhk/gov-vacancies/gov-job-vacancies-en.json

Resource Properties:

Response format	JSON
Requires authentication	No
Response encoding	UTF-8

DATA DICTONARY FOR
DATA ON GOVERNMENT JOB VACANCIES BEING ADVERTISED ON
THE ONLINE GOVERNMENT VACANCIES ENQUIRY SYSTEM

3. INFORMATION OF DATA STRUCTURE AND DATA FIELDS OF THE JSON FILE OF THE GOVERNMENT JOB VACANCIES

Below is the data structure and data fields of the JSON file of the government job vacancies.

Data Structure of the JSON File of the Government Job Vacancies

Object Name	Definition	Remarks
common[0].vacancies[*]	Government job vacancies objects	**Field type:** Array of objects
common[1].timestamp	JSON creation time	**Field type:** Datetime **Datetime format:** yyyy-MM-dd HH:mm:ss **Time zone:** Hong Kong (GMT+8 hours)
common[2].language	Language	**Field type:** String **Possible Values:** (a) en: English (b) tc: Traditional Chinese (c) sc: Simplified Chinese

Data Fields of Government Job Vacancies Objects

No.	Field Name	Type	Definition	Remarks
1	jobid	Number	Job number	Unique system identifier.
2	deptnamejve	String	Department	Recruiting government bureau/department.

DATA DICTONARY FOR
DATA ON GOVERNMENT JOB VACANCIES BEING ADVERTISED ON
THE ONLINE GOVERNMENT VACANCIES ENQUIRY SYSTEM

No.	Field Name	Type	Definition	Remarks
3	division	String	Division/Section/Unit	Sub organisation unit of the recruiting government bureau/department.
4	jobnature	String	Classification of job nature	**Possible Values:** (a) Accounting,Finance,Audit and Taxation (b) Administrative,Executive and General Support Services (c) Agriculture,Fisheries and Food (d) Commerce and Investment (e) Communications and Technology (f) Culture, Leisure and Sports (g) Disciplined (h) Education and Training (i) Engineering (j) Environment and Natural Conservation (k) Healthcare and Hygienic Services (l) Housing and Estate Management (m) Labour and Social Services (n) Legal and Judicial Services (o) Logistics and Transport (p) Observatory, Aviation and Marine (q) Planning, Land and Works (r) Public Relations and Media (s) Research and Statistics (t) Others
5	jobname	String	Job title	

DATA DICTONARY FOR
DATA ON GOVERNMENT JOB VACANCIES BEING ADVERTISED ON
THE ONLINE GOVERNMENT VACANCIES ENQUIRY SYSTEM

No.	Field Name	Type	Definition	Remarks
6	ernotes	String	Note	Supplementary information on entry requirements, etc.
7	depturl	String	Web site of department	URL address to the website of the recruiting bureau/department.
8	enqaddr	String	Enquiry address	Office address of the enquiry office of recruiting bureau/department.
9	iscs	Boolean	Indicates whether the job is a civil service vacancy	**Values:** Y: Civil service vacancy N: Non-civil service vacancy
10	appnotes	String	General notes	Supplementary information on the government vacancy. For example, the Government's commitment as an Equal Opportunities Employer, conditions of service to be offered to successful applicants, etc.
11	benefit	String	Fringe benefits	Fringe benefits (if applicable) of the job.
12	enqtel	String	Enquiry telephone	Office phone number of the enquiry office of recruiting bureau/department.
13	expfrom	Number	Working experience range (From) (in years)	Years of working experience required (if applicable). 0 (zero value) is shown when there is no minimum working experience requirement.

No.	Field Name	Type	Definition	Remarks
14	expto	Number	Working experience range (To) (in years)	Years of working experience required (if applicable). Null value is shown when there is no ceiling on working experience requirement.
15	pubdate	Date	Advertising date (of the vacancy)	**Date format:** yyyy-MM-dd **Time Zone:** Hong Kong (GMT+8 hours)
16	enddate	Datetime	Closing date (of applications)	**Datetime format:** yyyy-MM-dd HH:mm:ss **Time zone:** Hong Kong (GMT+8 hours) **Note:** If aplications are accepted all year round until further notice, "2099-12-31 23:59:00" is shown.
17	appmethod	String	How to apply	Details of application method, such as the application channel, requiring submission of supporting documents or not, etc.
18	appterm	String	Terms of appointment	Details of terms of appointment, such as civil service probationary terms, non-civil service contract, etc.
19	attachfilename	String	Attachment (file name)	**Note:** Null value is shown when no attachment in relation to the vacancy is provided by the recruiting bureau/department. Only the file name is shown in this data field. The download link of the attachment (if available) is as follows: https://csboa.csb.gov.hk/csboa/jve/JVE_003_download.action?jobid=[jobid]

DATA DICTONARY FOR
DATA ON GOVERNMENT JOB VACANCIES BEING ADVERTISED ON
THE ONLINE GOVERNMENT VACANCIES ENQUIRY SYSTEM

No.	Field Name	Type	Definition	Remarks
20	duties	String	Job duties	
21	isgf340	Boolean	Indicates whether the applicants can submit the application via G.F.340 Online Application System	G.F.340 is the application form for Government vacancies. . **Values:** Y: Applications for the vacancy can be submitted through the G.F.340 Online Application System. N: Applications for the vacancy can NOT be submitted through the G.F.340 Online Application System.
22	newspaper	String	Newspaper(s) advertised and date(s)	
23	entreq	String	Entry requirements	Details of entry requirements, such as academic requirements, working experience, etc.
24	entrypay	String	Salary	The range of salary of the job. The entry pay to be offered is subject to the provisions prevailing at the time the offer of appointment is made.

No.	Field Name	Type	Definition	Remarks
25	ccym	String	Abbreviation of currency for salary per month	**Possible Values:** (a) RMB (b) HKD (c) USD (d) EUR **Note:** Null value is shown when the salary is not monthly-rated.
26	ccyh	String	Abbreviation of currency for salary per hour	**Possible Values:** (a) RMB (b) HKD (c) USD (d) EUR **Note:** Null value is shown when the salary is not hourly-rated.
27	ccyd	String	Abbreviation of currency for salary per day	**Possible Values:** (a) RMB (b) HKD (c) USD (d) EUR **Note:** Null value is shown when the salary is not daily-rated.

DATA DICTONARY FOR
DATA ON GOVERNMENT JOB VACANCIES BEING ADVERTISED ON
THE ONLINE GOVERNMENT VACANCIES ENQUIRY SYSTEM

No.	Field Name	Type	Definition	Remarks
28	minpaym	Number	Salary per month	**Note:** Null value is shown when the salary is not monthly-rated.
29	minpayh	Number	Salary per hour	**Note:** Null value is shown when the salary is not hourly-rated.
30	minpayd	Number	Salary per day	**Note:** Null value is shown when the salary is not daily-rated.
31	isonlineform	Boolean	Indicates whether applicants can submit the application by departmental online application form	In rare cases, applicants are required to fill in an on-line departmental application form instead of G.F.340. For example, the application for Administrative Officer / Executive Officer II and other designated staff grades.
32	onlineformurl	String	The link of departmental online application form.	**Note:** Null value is shown when "isonlineform" is "N".
33	isapplyemail	Boolean	Indicates whether applicants can submit the application by e-mail	**Values:** Y: Applications for this government vacancy by e-mail is allowed. N: Applications for this government vacancy by e-mail is NOT allowed.
34	applyemail	String	Application e-mail address.	**Note:** Null value is shown when "isapplyemail" is "N".

DATA DICTONARY FOR
DATA ON GOVERNMENT JOB VACANCIES BEING ADVERTISED ON
THE ONLINE GOVERNMENT VACANCIES ENQUIRY SYSTEM

No.	Field Name	Type	Definition	Remarks
35	issubmitdocument	Boolean	Indicates whether applicants can submit attachments.	**Values:** Y: An online channel is offered by the recruiting bureau/department for submission of attachments by applicants. N: No online channel is offered by the recruiting bureau/department for submission of attachments by applicants, or applicants are not required to submit attachments to recruiting bureau/department.
36	submitdocumentlink	String	Submit attachment (link)	The link or email address for the submission of attachment by applicants. **Note:** Null value is shown when "issubmitdocument" is "N".

DATA DICTONARY FOR
DATA ON GOVERNMENT JOB VACANCIES BEING ADVERTISED ON
THE ONLINE GOVERNMENT VACANCIES ENQUIRY SYSTEM

No.	Field Name	Type	Definition	Remarks
37	academic	Array of string	Academic requirements	**Possible Values:** (a) Others (b) Primary 6 or below (c) Secondary 3 or below (d) Secondary 4 (e) Secondary 5 (f) Hong Kong Certificate of Education Examination (HKCEE) results (g) Hong Kong Advanced Level Examination (HKALE) results (h) Hong Kong Diploma of Secondary Education Examination (HKDSEE) results (i) Certificate (j) Teacher Certificate (k) Diploma or Higher Certificate (l) Professional Qualification (m) Diploma from a registered post-secondary college (n) Associate Degree or Higher Diploma (o) Degree (p) Honours Degree (q) Post-graduate Diploma or Post-graduate Certificate (r) Master or Higher Degree **Note:** Any other academic requirements are indicated after "Others : ". For example, "Others : students of post-secondary institutions"

4. EXAMPLE OF THE JSON FILE OF THE GOVERNMENT JOB VACANCIES

```
{
        "common": [{
                        "vacancies": [{
                        "academic":[
                                "HKDSEE results",
                                "HKCEE results"
                        ],
                        "applyemail":"",
                        "appmethod":"Application Forms [G.F. 340 (Rev. 3/2013)] are 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 web site (http://www.csb.gov.hk). Online
application can also be made through the Civil Service Bureau's web site
(http://www.csb.gov.hk). All subsequent selection procedures will be conducted by
appointment. Submission in person is not necessary. The above information is available on
the Hong Kong Police Force Homepage (http://www.police.gov.hk/recruitment). \r\nHolders of
academic qualifications other than those obtained from HK institutions/HK 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 enquiry address.",
                        "appnotes":"(a) Candidates must be permanent residents of the Hong
Kong Special Administrative Region at the time of appointment unless specified otherwise.
\r\n(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. \r\n(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. \r\n(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. \r\n(e) The information on the maximum pay point is for reference only
and may be subject to changes. \r\n(f) Fringe benefits include paid leave, medical and
dental benefits, and where appropriate, assistance in housing. \r\n(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 recruitment
examination and/or interview. \r\n(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 selection interview/written examination
without being subject to further shortlisting. \r\n(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 by mail to the below enquiry address. \r\n(j) Towards
the application deadline, our 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. \r\n(k) 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. Candidates who are invited to attend the recruitment interview will be
assessed on their BL knowledge through a written test to be conducted immediately after the
recruitment interview. The BL test result will be one of the considerations to assess the
suitability of a candidate.",
                        "appterm":"New recruits will be appointed on civil service
```

probationary terms for three years, and may be considered for appointment on the prevailing permanent terms upon satisfactory completion of the probationary period.",
                         "attachfilename":null,
                         "benefit":"",
                         "ccyd":null,
                         "ccyh":null,
                         "ccym":"HKD$",
                         "deptnamejve":"Hong Kong Police Force",
                         "depturl":"http://www.police.gov.hk/recruitment",
                         "division":"",
                         "duties":"A Police Constable is mainly deployed on performing a wide variety of police duties and may be posted to one of the many police formations in uniform branch, traffic wing, crime wing or the marine region. He/she will be subject to discipline under the Police Force Ordinance and is required to wear uniform and to work in shifts.",
                         "enddate":"2099-12-31 23:59:00",
                         "enqaddr":"Police Recruitment Division, 37/F, Arsenal House, Police Headquarters, 1 Arsenal Street, Wanchai, Hong Kong.",
                         "enqtel":"2860 2860",
                         "entreq":"(a) (i) Level 2 or equivalent (Note 2) or above in five subjects in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) (Notes 3&4), or equivalent; or \r\n(ii) Level 2 (Note 5) / Grade E or above in five subjects in the Hong Kong Certificate of Education Examination (HKCEE) (Notes 3&4), or equivalent; \r\n(b) (i) Level 2 (Note 5) or above in English Language in HKDSEE or HKCEE (Note 4), or equivalent; \r\n(ii) Level 2 (Note 5) or above in Chinese Language in HKDSEE or HKCEE, or equivalent. Applicant without the minimum required Chinese language proficiency standard may also apply for the post. They will be referred to sit for and must pass the Government Standard Examination (Note 4); and \r\n(iii) be able to read and write Chinese and speak fluent Cantonese; \r\n(c) minimum physical standards as follows : - \r\nMale : height 163 cm,weight 50 kg; Female : height 152 cm, weight 42 kg; physical fitness test is a prerequisite; \r\n(d) pass an initial eyesight test without the aid of any eyesight correction tools; and \r\n(e) must be permanent resident of the Hong Kong Special Administrative Region and have resided in Hong Kong for at least seven years.",
                         "entrypay":"Police Pay Scale Point 3 ($21,410) to Police Pay Scale Point 15 ($30,610) (Note 1) per month",
                         "ernotes":"(1) With effect from 1st April 2009, new recruits to Police Constable are eligible for 4 Long Service Increments from HK$ 31,470 (Police Pay Scale Point 16) to HK$34,255 (Police Pay Scale Point 19) upon completion of 12, 18, 24 and 30 years of satisfactory in-rank service. \r\n(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. \r\n(3) The subjects may include Chinese Language and English Language. \r\n(4) Students who will attain the requisite academic qualification within the current academic year may also apply; if selected, appointment will be subject to their obtaining the requisite academic qualification within the current academic year. \r\n(5) 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.",
                         "expfrom":0,
                         "expto":null,
                         "isapplyemail":"N",
                         "iscs":"Y",
                         "isgf340":"Y",
                         "isonlineform":"N",
                         "issubmitdocument":"N",
                         "jobid":6487,
                         "jobname":"Police Constable",

```
                    "jobnature":"Disciplined",
                    "language":"en",
                    "minpayd":null,
                    "minpayh":null,
                    "minpaym":21410,
                    "newspaper":"",
                    "onlineformurl":"",
                    "pubdate":"2016-04-21",
                    "submitdocumentlink":""
                            }
                    ]
            }, {
                    "timestamp": "2019-02-12 16:20:00"
            }, {
                    "language": "en"
            }
        ]
}
```