

CIVIL SERVICE BUREAU - OFFICIAL LANGUAGES DIVISION

Official Languages Officer II (Civil Service Vacancy)

(I) Salary:

Master Pay Scale Point 14 (\$32,430) to Master Pay Scale Point 27 (\$60,065) per month

(II) Entry Requirements:

Applicants should have:

- (a) a bachelor's degree from a university in Hong Kong, or equivalent^{Notes 1-2} ;
- (b) attained Level 2 results in the two language papers (Use of Chinese and Use of English) in the Common Recruitment Examination (CRE), or equivalent^{Note 3}; **and**
- (c) a pass result in the Basic Law and National Security Law Test (BLNST) (Degree/Professional Grades)^{Note 4}.

(Remarks: Applicants will be required to pass the Official Languages Officer Written Examination (OLOWE) [details given in paragraph (III) 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. At this stage of application, all applicants are not required to submit any originals/copies of diplomas/certificates, transcripts and other qualification documents issued by the academic institutions.

Note 2: Current final year undergraduates may also apply. If they are selected, appointment will be subject to their obtaining the requisite academic qualification within the 2023/24 academic year.

Note 3: Results in the Use of Chinese (UC) and Use of English (UE) papers of the CRE are classified as Level 2, Level 1 or Fail, with Level 2 being the highest. Level 2 and Level 1 results of the two language papers obtained in or after December 2006 are of permanent validity. Applicants with valid requisite results in the UC and UE papers obtained in previous CREs are deemed to have met the entry requirement in paragraph II(b).

Persons who do not possess the requisite CRE results, or equivalent, but have applied to sit for the CRE tentatively scheduled for 1 June 2024 in Hong Kong, may also apply. Their applications will be processed subject to their obtaining the requisite CRE results.

Level 5 or above in Chinese Language of the Hong Kong Diploma of Secondary Education Examination (HKDSEE) is accepted as equivalent to Level 2 in the UC paper of the CRE. Level 5 or above in English Language of the HKDSEE is accepted as equivalent to Level 2 in the UE paper of the CRE.

Grade C or above in Chinese Language and Culture or Chinese Language and Literature of the Hong Kong Advanced Level Examination (HKALE) is accepted as equivalent to Level 2 in the UC paper of the CRE. Grade C or above in Use of English of the HKALE or English Language of the General Certificate of Education (Advanced Level) is accepted as equivalent to Level 2 in the UE paper of the CRE.

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 is accepted as equivalent to Level 2 in the UE paper of the CRE. The IELTS test result must be valid on any date during the application period (i.e. from 12 to 26 April 2024).]

Note 4: 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 BLNST is an entry requirement for all civil service jobs. Only those candidates who have passed the BLNST will be considered for appointment. For candidates who have not taken the relevant BLNST or have not attained a pass result in the relevant BLNST at the time of application, they may still apply for the job and arrangements will be made for them to take the relevant BLNST during the recruitment process.

(III) Official Languages Officer Written Examination (OLOWE):

Eligible applicants will be invited to sit for the OLOWE, which is tentatively scheduled for late May 2024 in Hong Kong. The OLOWE includes papers on Practical Writing (Chinese and English) and Translation (Chinese to English and vice versa). Applicants who pass the OLOWE will be selected for interpretation test and interview based on their results in the OLOWE. Those who are not selected for interpretation test and interview will be notified in writing in eight to ten weeks after the examination. As it takes time to process all applications, an invitation to the OLOWE does not imply that an applicant's qualifications meet the entry requirements.

(IV) 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.

(V) Terms of Appointment:

A new appointee will normally be appointed on civil service probationary terms for three years. Upon passage of probation bar, the officer may be considered for appointment on the prevailing permanent terms.

(VI) How to Apply:

- (a) Applications must be made on the form G.F. 340 (Rev. 7/2023), which is 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.

- (b) Completed forms must be submitted on or before the closing date for application by one of the following means:
 - (i) through the on-line system on the Civil Service Bureau's website (<https://www.csb.gov.hk>). To ensure timely submission, applicants are strongly advised to complete their on-line applications as early as possible in order to avoid any last-minute rush of applications, which may overload the system; or
 - (ii) by post to the address indicated in paragraph (VII) below (the postmark date on the envelope will be regarded as the date of submission of application). Please specify on the envelope "Application for the post of Official Languages Officer II". To avoid unsuccessful delivery of mail items, please ensure that sufficient postage has been paid before posting. Applicants will bear any consequences arising from not paying sufficient postage. Late or incomplete applications or applications submitted by fax or by e-mail will **NOT** be accepted.
- (c) Applicants who are invited to sit for the OLOWE will receive an invitation within three weeks from the closing date for application. As the invitation will be sent by e-mail, please ensure that a correct e-mail address is provided and that the e-mail account can receive incoming e-mail properly. Applicants who are not invited to the OLOWE may assume that their applications are unsuccessful.

(VII) 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 5221; E-mail address: csbolpr@csb.gov.hk)

(VIII) Closing Date for Application:

26 April 2024 (Friday)

(IX) General Notes:

- (a) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment.
- (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 requirements 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, shortlisting criteria may be devised to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend the interpretation test and interview.
- (h) It is the Government's 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 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's 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 (<https://www.csb.gov.hk>) under "Administration of the Civil Service – Appointments".