

Government Vacancies Enquiry System

Job Number:	49121
Department:	Commerce and Economic Development Bureau
Division/Section/Unit:	Division 4
Job Title:	Project Officer
Salary:	HK\$ 40,620 per month
Entry Requirements:	<p>Candidates should –</p> <p>(a) have a bachelor's degree from a Hong Kong university, or equivalent;</p> <p>(b) possess good oral and written communication skills in both Chinese and English and meet the language proficiency requirements of Level 5 or above in both English language and Chinese language of the Hong Kong Diploma of Secondary Education Examination (HKDSEE), or equivalent (see Note); and</p> <p>(c) have at least three years' post-degree full-time working experience at administrative/managerial positions in the public sector.</p> <p>Good command of Putonghua, good communication and interpersonal skills, sound knowledge of Hong Kong's professional services sectors, relevant working experience in government funding schemes and good research, statistical and computer knowledge are preferred.</p>
Note:	<p>(a) Level 2 in the Use of Chinese paper/Use of English paper of the Common Recruitment Examination (CRE) is accepted as equivalent to Level 5 in Chinese Language/English Language of the HKDSEE.</p> <p>(b) 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 5 or above in Chinese Language of the HKDSEE. Grade C or above in Use of English of the HKALE or in English Language of the General Certificate of Education (Advanced Level) (GCE A Level) is accepted as equivalent to Level 5 or above in English Language of the HKDSEE.</p> <p>(c) 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 5 or above in English Language of the HKDSEE. The IELTS test result must be valid at the time of referral.</p>
Duties:	<p>(a) To process funding applications under the Professional Services Advancement Support Scheme (PASS), e.g. seeking clarifications and/or supplementary information from applicants and drafting preliminary assessment reports;</p> <p>(b) To take follow-up actions on the approved applications, e.g. finalising project proposals and cashflow projections and preparing project agreements;</p> <p>(c) To monitor the implementation and progress of funded projects under PASS, e.g. conducting site visits for local projects and review meetings for non-local projects, vetting project reports (with audited accounts) and drafting monitoring reports;</p> <p>(d) To process the disbursement of PASS grant and return of residual funds from grantees;</p> <p>(e) To provide logistical support for meetings, briefings and promotion activities related to PASS; and</p> <p>(f) To assist in updating the PASS database and website and perform any other duties as assigned by senior officers.</p>
Terms of Appointment:	Successful candidates will be appointed on non-civil service contract terms for two years.
Fringe Benefits	<p>(a) Rest days, statutory holidays (or substituted holidays), annual leave, maternity leave, sickness allowance, where appropriate, will be granted in line with the provisions of the Employment Ordinance;</p> <p>(b) 14 days of paid annual leave in respect of each leave year will be granted for employment under a continuous contract for not less than 12 months; and</p> <p>(c) A gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct. Such gratuity, if granted, plus any contribution</p>

	made by the Government 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.
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 recruitment examination and/or interview.</p> <p>(f) It is Government's 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 any further shortlisting criteria. 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 at https://www.csb.gov.hk under "Administration of the Civil Service – Appointments".</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 mail to the below contact address.</p> <p>(h) Towards the application deadline, the online system would likely be overloaded due to large volume of applications. To ensure timely completion of the online application, it is advisable to submit the application as early as possible.</p>
How to apply:	<p>(a) Application forms [G.F. 340 (Rev. 7/2023)] are obtainable from any Home Affairs Enquiry Centre of District Offices, Home Affairs Department or any Job Centre 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). If candidates submit the old version form [G.F. 340 (Rev. 3/2013)], they will be required to fill in the new form [G.F. 340 (Rev. 7/2023)] afresh and submit it within seven days upon request. If candidates fail to submit the new form [G.F. 340 (Rev. 7/2023)] within the stipulated deadline, their applications will not be processed further.</p> <p>(b) Completed forms, together with copies of university transcript and certificate(s) of the HKDSEE or equivalent specifying the results of English Language and Chinese Language, should be submitted to the contact address on or before the closing date for application. Please mark clearly "Application for the position of Project Officer" on the envelope. Applicants should ensure that the correct address is clearly printed or written on the envelope and sufficient postage is affixed before posting so as to avoid unsuccessful delivery of application. Any underpaid mail items will be returned or disposed of by the Hongkong Post, where appropriate.</p> <p>(c) The postmark date on the envelope will be regarded as the date of application. Applications received after the stated closing date will not be considered. Applications submitted by fax or e-mail, or not made in the prescribed form, or which are incomplete (including without the required documents) will not be accepted. Do not send any originals of transcripts, certificates or other supporting documents.</p> <p>(d) Online application can also be made through the Civil Service Bureau's website (https://www.csb.gov.hk) on or before the application deadline. Applicants who apply online should submit the required documents mentioned above by email to pr_cedb@cedb.gov.hk or by post to the contact address on or before the application deadline (the postmark date for all submissions should not be after 9 May 2025). Your online application number should be</p>

	quoted in the email (if submitted by email) or on the envelope (if submitted by post) and on every page of the copies of supporting documents. (e) Candidates who are selected for recruitment interview will normally receive an invitation in about 6 to 8 weeks from the closing date for application. Those who are not invited for interview may assume that their applications are unsuccessful.
Contact Address:	Personnel Registry, Commerce and Economic Development Bureau, 22/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong
Enquiry Telephone:	2810 2770
Closing Date(dd/mm/yyyy):	09/05/2025 18:00:00
Web Site of Department:	https://www.cedb.gov.hk/en/
Application via Internet:	Online GF340
Advertising Date on Internet:	23/04/2025