

Government Vacancies Enquiry System

Job Number:	48956
Department:	Home Affairs Department
Division/Section/Unit:	Sai Kung District Office
Job Title:	Voter Registration Assistant (Sai Kung District)
Salary:	\$68.4 per hour (Bonus available at a rate of \$3.6 for every valid voter registration form collected during the work period, up to a maximum amount of \$992 per month)
Entry Requirements:	(a) Five subjects of Level 2 or above in Hong Kong Diploma of Secondary Education Examination, including either Chinese Language or English Language, or Five subjects at Grade E or above in Hong Kong Certificate of Education Examination, including either Chinese Language or English Language (Syllabus B before 2007) or equivalent [see Note]; and (b) Able to speak Cantonese and English. Fluency in other spoken language(s) or dialect(s) would be an advantage. Note: 'Level 2' in the 2007 HKCEE or henceforth is accepted administratively as comparable to 'Grade E' in the HKCEE before 2007.
Duties:	(a) To assist the District Office staff in the preparation work of the Voter Registration Campaign; (b) To assist the District Office staff in registering new voters and updating voters' information; (c) To assist the District Office staff in setting up Voter Registration counters throughout the district; (d) To assist the District Office staff in organising any activities related to the Voter Registration Campaign; (e) To assist the District Office staff in answering Voter Registration related enquiries; and (f) Any other duties relating to the Voter Registration Campaign as assigned by the District Office staff.
Terms of Appointment:	(a) Candidates will be appointed on non-civil service contract terms from the date of appointment to early June 2025; (b) Hours of work: Part-time basis, with irregular hours around the period from 9:00am to 11:00pm on any days, including Saturdays, Sundays and public holidays, as and when required; (c) Location of Workplace: Sai Kung District (Sai Kung and Tseung Kwan O).
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) 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. (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) 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. (f) 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 any further shortlisting criteria. Applicants who have declared disabilities found suitable for appointment may be given

	<p>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 http://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 contact address below.</p>
How to apply:	<p>(1) Application Forms [G.F. 340(Rev. 7/2023)] are obtainable from Home Affairs Enquiry Centres, Home Affairs Department or Job Centres of Labour Department. The form can also be downloaded from the Civil Service Bureau's website (http://www.csb.gov.hk).</p> <p>(2) 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 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.</p> <p>(3) Completed application form together with copies of academic qualifications should reach the contact address below by post or in person on or before the closing date. Please specify on the envelope "Application for Voter Registration Assistant (SKDO)".</p> <p>(4) For submission by post, the date of application is based on the date of postmark. Please ensure that sufficient postage is paid. Any underpaid mail items will be handled by the Hongkong Post and applications will not be considered. For submission in person, the application should reach the contact address by 6 p.m. of the closing date. Late applications, or applications which are incomplete or without the relevant supporting documents will not be considered.</p> <p>(5) Candidates who are selected for interview will normally receive an invitation about 8 to 10 weeks after the closing date for application. Those who are not invited for interview may assume that their applications are unsuccessful.</p>
Contact Address:	Personnel Registry, Sai Kung District Office, 6/F, Sai Kung Tseung Kwan O Government Complex High Block, 38 Pui Shing Road, Hang Hau, Tseung Kwan O
Enquiry Telephone:	3740 5363
Closing Date(dd/mm/yyyy):	19/03/2025 18:00:00
Application via Internet:	
Advertising Date on Internet:	06/03/2025