

Civil Service Vacancy

DEVELOPMENT BUREAU WORKS BRANCH

(1) Landscape Architect

Salary: Master Pay Scale Point 30 (HK\$ 68,940 per month) to Master Pay Scale Point 44 (HK\$ 116,165 per month)

Entry Requirements: Candidates should – (a) possess Professional Membership of the Hong Kong Institute of Landscape Architects (HKILA) (elected on or after 1 January 1997), or revalidated by the HKILA if elected before 1 January 1997, or equivalent; and have at least one year of appropriate post-qualification experience [See Note (A)]; (b) be Registered Landscape Architect (R.L.A.) of the Landscape Architects Registration Board (LARB) of Hong Kong [See Note (A)]; (c) have a pass result in the Basic Law and National Security Law Test (BLNST) [See Note (D)]; (d) have a pass result in the Aptitude Test (AT) in the Common Recruitment Examination (CRE); and (e) have met the language proficiency requirements of Level 1 results in the two language papers [Use of Chinese (UC) and Use of English (UE)] in the CRE, or equivalent [See Note (E)].

Duties: Landscape Architects [See Note (F)] are mainly deployed on – (a) assisting in policy work concerning greening, landscape planning and design, landscape management and vegetation management matters; (b) assisting in regulatory and advisory work on landscape and greening issues arising from legislation and land leases requirements; (c) planning, designing and supervising in-house landscape projects, and performing project management duties, including the administration of contracts and consultancies in outsourced landscape projects; (d) providing professional support and advice on matters related to greening, landscape planning and design, landscape management and vegetation management; (e) organising and assisting in public education and outreach activities on greening and landscape matters; and (f) supervising supporting technical staff and graduate trainees.

(2) Assistant Landscape Architect [See Note (B)]

Salary: Master Pay Scale Point 18 (HK\$ 39,435 per month) to Master Pay Scale Point 27 (HK\$ 60,065 per month)

Entry Requirements: Candidates should have – (a) a Degree or an academic qualification in Landscape Architecture which is acceptable to the HKILA as satisfying the academic requirements for admission into the HKILA Professional Practice Examination (PPE), or equivalent [See Note (C)]; (b) at least two years of post-academic practical training and/or experience as satisfying the training requirements for admission into the HKILA PPE, or equivalent [See Note (C)]; (c) a pass result in the BLNST [See Note (D)]; (d) a pass result in the AT in the CRE; and (e) met the language proficiency requirements of Level 1 results in the two language papers (UC and UE) in the CRE, or equivalent [See Note (E)].

Duties: Assistant Landscape Architects [See Note (F)] are mainly deployed on – (a) assisting in policy work concerning greening, landscape planning and design, landscape management and vegetation management matters; (b) assisting in regulatory and advisory work on landscape and greening issues arising from legislation and land leases requirements; (c) assisting in the planning, design and supervision of in-house

landscape projects, and assisting in project management duties, including the administration of contracts and consultancies in outsourced landscape projects; (d) assisting in providing professional support and advice on matters related to greening, landscape planning and design, landscape management and vegetation management; and (e) assisting in organising public education and outreach activities on greening and landscape matters.

Notes:

For Post (1)

- (A) Candidates who are expected to meet the entry requirements (a) and (b) on or before 30 November 2024 may also apply for post (1). However, they will only be considered for appointment subject to their successful registration as R.L.A. by the LARB of Hong Kong and meeting the entry requirements.

For Post (2)

- (B) The person with the title “Assistant Landscape Architect” is not professionally qualified as a Landscape Architect as stipulated in the Landscape Architect Registration Ordinance (Cap. 516).
- (C) Candidates who are expected to meet the entry requirements (a) and (b) on or before 30 November 2024 may also apply for post (2). However, they will only be considered for appointment subject to their successful completion/obtainment of at least two years of post-academic practical training and/or experience as satisfying the training requirements for admission into the HKILA PPE, or equivalent, and meeting the entry requirements.

For Posts (1) and (2)

- (D) 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 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.

- (E) The results of the AT paper in the CRE are classified as Pass or Fail while the results of the UC and UE papers in the CRE are classified as Level 2, Level 1 or Fail, with Level 2 being the highest.

For civil service appointment purpose, Level 5 or above in Chinese Language of the Hong Kong Diploma of Secondary Education Examination (HKDSEE); or Grade C or above in Chinese Language and Culture or Chinese Language and Literature of the Hong Kong Advanced Level Examination (HKALE), are accepted as equivalent to Level 2 in the UC paper of the CRE. Level 4 in Chinese Language of the HKDSEE; or Grade D in Chinese Language and

Culture or Chinese Language and Literature of the HKALE, are accepted as equivalent to Level 1 in the UC paper of the CRE.

Level 5 or above in English Language of the HKDSEE; or Grade C or above in Use of English of the HKALE; or Grade C or above in English Language of the General Certificate of Education (Advanced Level) (GCE A Level), are accepted as equivalent to Level 2 in the UE paper of the CRE. Level 4 in English Language of the HKDSEE; or Grade D in Use of English of the HKALE; or Grade D in English Language of the GCE A Level, are accepted as equivalent to Level 1 in the UE 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 result are 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.

- (F) Successful candidates will be appointed by the Development Bureau and may be posted to work in the Government Bureaux or other Government Departments.

Terms of Appointment:

For Post (1)

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

For Post (2)

A new recruit will normally be appointed on civil service probationary terms for three years or the time taken for him/her to obtain the Professional Membership of the HKILA (elected on or after 1 January 1997), or revalidated by the HKILA if elected before 1 January 1997, or equivalent, whichever is the later and subject to a maximum of five years. Upon passage of probation bar, he/she may be considered for appointment on the prevailing permanent terms.

How to Apply: 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 (<https://www.csb.gov.hk>). Completed forms should reach the enquiry address on or before the closing date for application, with the envelope clearly marked with "Application for Landscape Architect" (for Post (1)) or "Application for Assistant Landscape Architect" (for Post (2)). The postmark date on the envelope will be regarded as the date of submission of application. Please ensure that sufficient postage is paid if the application is sent by post. Any underpaid mail items will be returned to the sender or disposed of. Online applications can also be made through the Civil Service Bureau's website (<https://www.csb.gov.hk>).

Your application will NOT be considered if it is late, incomplete, not made in the prescribed form or submitted by fax or email; if you fail to provide in the prescribed form the information or the supporting documents as required for consideration of your application; or if it is not clear from your statements that you have met the entry requirements for this post.

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 form. If candidates submit the old version form, 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.

Applicants are encouraged to provide their email addresses on the application forms. Candidates who are selected for interview will normally receive an invitation (by email or by post) in about six to eight weeks from the closing date for application, but this timing is subject to change without prior notification to applicants. Those who are not invited for interview may assume that their applications are unsuccessful. For enquiries, please call the enquiry telephone number.

Enquiry Address and Tel. No.: Personnel Unit of Works Branch, Development Bureau at 15/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong. (Enquiry Tel. No. : 3509 7689)

Closing Date for Application: 21 March 2024 (6:00 p.m.)

Newspaper(s) Advertised (with date): Ming Pao Daily News (8 and 15 March 2024) and South China Morning Post (9 and 16 March 2024)

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) 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 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, 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.
- (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. 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 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”.
- (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 enquiry address on or before 28 March 2024.
- (j) Personal data provided by job applicants will be used strictly in accordance with this Bureau's personal data policies, a copy of which will be provided immediately upon request. You may contact Executive Officer (Works) Personnel 2 of the Development Bureau at 15/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong, or direct your request to him/her by fax (fax no.: 2523 5327).
- (k) Civil service vacancies information contained in this column is also available on the GovHK on the Internet at <https://www.gov.hk>.
- (l) 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.

公務員職位空缺

發展局

工務科

(1) 園境師

薪酬：總薪級表第 30 點(每月港幣 68,940 元)至總薪級表第 44 點(每月港幣 116,165 元)

入職條件：申請人必須—(a)在一九九七年一月一日或之後成為香港園境師學會專業會員，或在一九九七年一月一日之前取得專業會員資格，並經香港園境師學會重新評定為具有效資格，或具備同等資格；以及取得資格後有最少一年合適的工作經驗[請參閱註(A)]；(b)獲香港園境師註冊管理局註冊為註冊園境師[請參閱註(A)]；(c)在《基本法及香港國安法》測試取得及格成績[請參閱註(D)]；(d)在綜合招聘考試能力傾向測試取得及格成績；以及(e)符合語文能力要求，在綜合招聘考試的兩份語文試卷（中文運用和英文運用）取得一級成績，或具備同等資格[請參閱註(E)]。

職責：園境師[請參閱註(F)]主要調派從事以下工作—(a)協助處理與綠化、園境規劃及設計、園境管理和植物管理事宜有關的政策工作；(b)協助處理因法例及地契規定而須進行的園境及綠化方面的規管和諮詢工作；(c)規劃、設計和監督內部設計的園境工程項目，並執行工程管理職務，包括管理外判園境工程的合約和顧問工作；(d)就綠化、園境規劃及設計、園境管理和植物管理相關事宜提供專業支援和意見；(e)舉辦和協助進行與綠化及園境事宜有關的公眾教育和外展活動；以及(f)監督輔助技術人員及畢業見習生。

(2) 助理園境師[請參閱註(B)]

薪酬：總薪級表第 18 點(每月港幣 39,435 元)至總薪級表第 27 點(每月港幣 60,065 元)

入職條件：申請人必須—(a)持有香港園境師學會認可的園境建築學位或學歷，符合參加該會專業資格考試的學術要求，或具備同等資格[請參閱註(C)]；(b)在取得所需學歷資格後，具備最少兩年實習培訓及／或工作經驗，以符合參加香港園境師學會專業資格考試的培訓要求，或具備同等培訓或工作經驗[請參閱註(C)]；(c)在《基本法及香港國安法》測試取得及格成績[請參閱註(D)]；(d)在綜合招聘考試能力傾向測試取得及格成績；以及(e)符合語文能力要求，在綜合招聘考試的兩份語文試卷(中文運用和英文運用)取得一級成績，或具備同等資格。[請參閱註(E)]。

職責：助理園境師[請參閱註(F)]主要調派從事以下工作—(a)協助處理與綠化、園境規劃及設計、園境管理和植物管理事宜有關的政策工作；(b)協助處理因法例及地契規定而須進行的園境及綠化方面的規管和諮詢工作；(c)協助規劃、設計和監督內部設計的園境工程項目，並協助執行工程管理職務，包括管理外判園境工程的合約和顧問工作；(d)協助就綠化、園境規劃及設計、園境管理和植物管理相關事宜提供專業支援和意見；以及(e)協助舉辦與綠化及園境事宜有關的公眾教育和外展活動。

註：

適用於職位(1)

- (A) 申請人如預期會在二零二四年十一月三十日或之前符合入職條件(a)及(b)項，便亦可申請職位(1)。然而，申請人必須成功獲香港園境師註冊管理局註冊為註冊園境師，並符合入職條件，才會獲考慮聘用。

適用於職位(2)

- (B) 職銜為「助理園境師」的人士，並不具備《園境師註冊條例》(第516章)訂定的園境師專業資格。
- (C) 申請人如預期會在二零二四年十一月三十日或之前符合入職條件(a)及(b)項，便亦可申請職位(2)。然而，申請人必須在取得所需學

歷資格後，成功通過／具備最少兩年實習培訓及／或工作經驗，以符合參加香港園境師學會專業資格考試的培訓要求，或具備同等培訓或工作經驗，並符合入職條件，才會獲考慮聘用。

適用於職位(1)及(2)

- (D) 政府會測試所有應徵公務員職位人士的《基本法》及《香港國安法》知識。在《基本法及香港國安法》測試取得及格成績是所有公務員職位的入職條件。申請人必須在《基本法及香港國安法》測試中取得及格成績方會獲考慮聘用。

如申請人在申請公務員職位時仍未曾參加相關的《基本法及香港國安法》測試或未曾在相關的《基本法及香港國安法》測試考獲及格成績，仍可作出申請。他們會被安排在招聘過程中參加相關《基本法及香港國安法》測試。

- (E) 綜合招聘考試的能力傾向測試試卷成績分為及格或不及格，而中文運用及英文運用試卷的成績則分為二級、一級或不及格，並以二級為最高等級。

政府在聘任公務員時，香港中學文憑考試中國語文科第 5 級或以上成績；或香港高級程度會考中國語文及文化、中國語言文學或中國語文科 C 級或以上的成績，會獲接納為等同綜合招聘考試中文運用試卷的二級成績。香港中學文憑考試中國語文科第 4 級成績；或香港高級程度會考中國語文及文化、中國語言文學或中國語文科 D 級的成績，會獲接納為等同綜合招聘考試中文運用試卷的一級成績。

香港中學文憑考試英國語文科第 5 級或以上成績；或香港高級程度會考英語運用科 C 級或以上成績；或 General Certificate of Education (Advanced Level) (GCE A Level) English Language 科 C 級或以上成績，會獲接納為等同綜合招聘考試英文運用試卷的二級成績。香港中學文憑考試英國語文科第 4 級成績；或香港高級程度會考英語運用科 D 級成績；或 GCE A Level English Language 科 D 級成績，會獲接納為等同綜合招聘考試英文運用試卷的一級

成績。

在 International English Language Testing System (IELTS)學術模式整體分級取得 6.5 或以上，並在同一次考試中各項個別分級取得不低於 6 的成績的人士，在 IELTS 考試成績的兩年有效期內，會獲接納為等同綜合招聘考試英文運用試卷的二級成績。IELTS 考試成績必須在職位申請期內其中任何一日有效。

(F) 獲錄取的申請人將獲發展局聘用，或將派往政府決策局或其他政府部門工作。

聘用條款：

適用於職位(1)

獲取錄的申請人通常會按公務員試用條款受聘三年。通過試用關限後，或可獲考慮按當時適用的長期聘用條款聘用。

適用於職位(2)

獲取錄的申請人通常會按公務員試用條款受聘三年，或直至獲取錄的申請人取得香港園境師學會專業會員資格(一九九七年一月一日或以後獲選)或經香港園境師學會重新評定為具有效資格(一九九七年一月一日之前獲選)，或具備同等資格，以較遲者為準，試用期最長可達五年。通過試用關限後，或可獲考慮按當時適用的長期聘用條款聘用。

申請手續：申請表格[通用表格第 340 號(7/2023 修訂版)]可向民政事務總署各區民政事務處民政諮詢中心或勞工處就業科各就業中心索取。該表格也可從公務員事務局互聯網站(<https://www.csb.gov.hk>)下載。已填妥的表格，須於截止申請日期或之前送抵查詢地址，信封上清楚註明「申請園境師職位」(適用於職位(1))或「申請助理園境師職位」(適用於職位(2))。信封上的郵戳日期將視為遞交申請的日期。申請人如以郵寄方式遞交申請，請確保已為郵件繳付足夠郵資。任何郵資不足的郵件將被退回或銷毀。申請人亦可透過公務員事務局互聯網站(<https://www.csb.gov.hk>)作網上申請。

如申請人遲交、未填妥申請書、並非採用指定表格或以傳真或電郵遞交申請、未能在指定表格提供申請本職位所需的資料及證明文件，或所填寫的資料未能清楚顯示申請人符合本職位所規定的人職條件，則申請將不獲考慮。

新版本的政府職位申請表格[通用表格第 340 號(7/2023 修訂版)]已於二零二三年七月二十六日正式生效。申請人如投考在二零二三年七月二十六日或之後展開招聘的政府職位，必須以新版本的申請表格遞交申請。如申請人遞交了舊版本的申請表格，招聘部門／職系會要求申請人重新填寫新版本的申請表格[通用表格第 340 號(7/2023 修訂版)]，並在七日內提交已填妥的[通用表格第 340 號(7/2023 修訂版)]。如申請人在指定限期內未能重新遞交已填妥的新版本申請表格[通用表格第 340 號(7/2023 修訂版)]，其申請將不獲處理。

申請人請盡量在申請表格上提供電郵地址。申請人如獲選參加面試，通常會在截止申請日期後約六至八個星期內接獲邀請(通過電郵或郵寄方式)，但這段期間的長短或會有變，事前不會通知申請人。申請人如未獲邀參加面試，則可視作已經落選。如有查詢，請致電查詢電話號碼。

查詢地址及電話號碼：香港添馬添美道二號政府總部西翼15樓發展局工務科人事分組(查詢電話號碼：3509 7689)

截止申請日期：二零二四年三月二十一日(下午六時正)

刊登職位的報章(及日期)：明報(二零二四年三月八日及十五日)及南華早報(二零二四年三月九日及十六日)

附註：

- (a) 除另有指明外，申請人於獲聘時必須已成為香港特別行政區永久性居民。
- (b) 作為提供平等就業機會的僱主，政府致力消除在就業方面的歧視。所有符合基本入職條件的人士，不論其殘疾、性別、婚姻狀況、懷孕、年齡、家庭崗位、性傾向和種族，均可申請本欄內的職位。

- (c) 公務員職位是公務員編制內的職位。申請人如獲聘用，將按公務員聘用條款及服務條件聘用，並成為公務員。
- (d) 入職薪酬、聘用條款及服務條件，應以獲聘時之規定為準。
- (e) 頂薪點的資料只供參考，該項資料日後或會作出更改。
- (f) 附帶福利包括有薪假期、醫療及牙科診療。在適當情況下，公務員更可獲得房屋資助。
- (g) 如果符合訂明入職條件的申請人人數眾多，招聘部門可以訂立篩選準則，甄選條件較佳的申請人，以便進一步處理。在此情況下，只有獲篩選的申請人會獲邀參加招聘考試及／或面試。
- (h) 政府的政策，是盡可能安排殘疾人士擔任合適的職位。殘疾人士申請職位，如其符合入職條件，毋須再經篩選，便會獲邀參加面試／筆試。在適合受聘而有申報為殘疾的申請人和適合受聘程度相若的其他申請人當中，招聘當局可給予前者適度的優先錄用機會。有關政府聘用殘疾人士的政策及其他相關措施載列於《用人唯才：殘疾人士申請政府職位》的資料冊內。申請人可於公務員事務局互聯網站(<https://www.csb.gov.hk>)內的“公務員隊伍的管理-聘任”參閱該資料冊。
- (i) 持有本港以外學府／非香港考試及評核局所頒授學歷的人士亦可申請，惟其學歷必須經過評審以確定是否與職位所要求的本地學歷水平相若。有關申請人必須在二零二四年三月二十八日或之前把正式的修業成績單及證書副本郵寄至查詢地址。
- (j) 本局使用申請人所提供的個人資料時，會恪守本局有關個人資料政策的規定，並會按要求立即提供有關資料的副本。如欲索取有關資料，請聯絡發展局行政主任(工務)人事 2(地址為香港添馬添美道二號政府總部西翼 15 樓)，或以傳真方式索取資料(傳真號碼：2523 5327)。
- (k) 本欄所載的公務員職位空缺資料，也可於互聯網上的香港政府一站通網站(<https://www.gov.hk>)內閱覽。
- (l) 在臨近截止申請日期，接受網上申請的伺服器可能因為需要處理大

量申請而非常繁忙。申請人應盡早遞交申請，以確保在限期前成功於網上完成申請程序。