

*This is the job advertisement of the previous recruitment exercise held in August 2019.  
The job details of the next recruitment exercise are subject to change.*

**LEISURE AND CULTURAL SERVICES DEPARTMENT**  
**Civil Service Vacancy**

**Assistant Librarian**

**Salary:** Master Pay Scale Point 14 (HK\$28,725 per month) to Master Pay Scale Point 27 (HK\$53,195 per month)

**Entry Requirements:**

Candidates should -

- (a) have a bachelor's degree from a university in Hong Kong, or equivalent;
- (b) have met the language proficiency requirements of 'Level 2' result in the Use of English paper and 'Level 1' result in the Use of Chinese paper in the Common Recruitment Examination (CRE), or equivalent; and
- (c) have a pass result in the Aptitude Test in the CRE.

(Notes:

- (i) Candidates should state clearly in their applications the major(s) of their Bachelor degree or equivalent and their results in the Use of Chinese paper, Use of English paper and Aptitude Test in the CRE. Applications which did not provide all information as requested or which are not clear that the candidates have met the entry requirements will not be considered.
- (ii) **All qualifications required should be obtained on or before the application deadline. Qualifications obtained after the application deadline will not be considered.**
- (iii) The results in the Aptitude Test (AT) paper in the CRE are classified as pass or fail; the results in the Use of Chinese (UC) and Use of English (UE) papers in the CRE are classified as Level 2, Level 1 or Fail, with Level 2 being the highest.
- (iv) 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.
- (v) 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.
- (vi) For the purpose of heightening public awareness of the Basic Law (BL) and promoting a culture of learning of BL in the community, applicants for civil service jobs will be assessed on their BL knowledge. The BL test result will constitute an appropriate weighting in a candidate's overall assessment.
- (vii) The post is open to both male and female candidates.)

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**Duties:** An Assistant Librarian is mainly deployed on taking charge of a small or mobile library, or assisting in supervising a sub-unit of a library service or departmental library.

(Note: Members of the grade – (i) are required to work shifts and irregular hours; and (ii) are subject to posting and transfer at the discretion of the Head of Grade.)

**Terms of Appointment:** A new appointee 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.

**How to Apply:** Application forms [G.F.340 (Rev. 3/2013)] are 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 (<http://www.csb.gov.hk>).

Applications submitted in person or by post should reach the Grade Management and Support Section, Cultural Services Branch, 5/F, Leisure and Cultural Services Headquarters, 1-3 Pai Tau Street, Sha Tin, N.T. Hong Kong **on or before 16 August 2019** with the envelope clearly marked with **“For application of Assistant Librarian”**. (The postmark will be referred to for the submission date of the application by mail). To avoid delayed or unsuccessful delivery of applications by post, please ensure that the correct address is clearly printed or written on the envelope and sufficient postage is affixed before posting. Mail items bearing insufficient postage will not be delivered to this Department and will be returned to the sender or disposed of by the Hongkong Post, where appropriate. Applicants will bear any consequences arising from paying insufficient postage. On-line application can also be made through the Civil Service Bureau's website (<http://www.csb.gov.hk>). **Candidates should state clearly in their applications full record of employment and academic qualifications (including the major(s) of their Bachelor degree or equivalent)** as shortlisting criteria may be applied for selecting better qualified candidates to selection interviews. **The results of the UC paper, UE paper and Aptitude Test in the CRE should also be included.** Applications which are incomplete, late, not duly signed, submitted by fax / email, or not made in the prescribed form will not be considered.

Candidates who are invited for selection interview will be required to produce the original copies of the official transcripts, certificates and the results in the CRE for verification and photocopies for record purposes. **The application will be deemed unsuccessful if any applicant fails to produce the original copies of the required documents for verification.**

Candidates who are selected for interview will normally receive an invitation in about sixteen to twenty weeks from the closing date for application. This period may be longer in exceptional circumstances, e.g. when a large number of applications are received or when there are other complications. Those who are not invited for interview may assume that their applications are unsuccessful.

**Enquiry Address:** Grade Management and Support Section, Cultural Services Branch, 5/F, Leisure and Cultural Services Headquarters, 1-3 Pai Tau Street, Sha Tin, N.T., Hong Kong.

**Enquiry Telephone:** 2601 8814 or 2601 7316

**Closing Date for Application:** 16 August 2019

*This is the job advertisement of the previous recruitment exercise held in August 2019.  
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**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 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, 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 selection 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 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 <http://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 all copies of their official transcripts of studies and certificates by mail to the above address. Candidates who apply on-line should mark **“For application of Assistant Librarian”** on the envelope and quote the on-line application number on the copies of every page of supporting documents.
- (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.

*This is the job advertisement of the previous recruitment exercise held in May 2020.  
The job details of the next recruitment exercise are subject to change.*

**LEISURE AND CULTURAL SERVICES DEPARTMENT**  
**Civil Service Vacancy**

**Assistant Curator II in Art Work Type**

**Salary:** Master Pay Scale Point 14 (HK\$30,235 per month) to Master Pay Scale Point 27 (HK\$55,995 per month)

**Entry Requirements:**

Candidates should have -

- (a) a bachelor's degree from a university in Hong Kong, or equivalent, majoring in a relevant subject of Museum Studies, History of Chinese Art / Western Art, Art Education, Fine Arts, Design, Cultural Studies, Humanities, or equivalent; and
- (b) met the language proficiency requirements of 'Level 2' result in the Use of English paper and 'Level 1' result in the Use of Chinese paper in the Common Recruitment Examination (CRE), or equivalent.

(Notes:

- (i) Candidates should state clearly in their applications the major(s) of their Bachelor degree or equivalent and their results in the Use of Chinese paper, Use of English paper in the CRE. Applications from candidates not majoring in a relevant subject of Museum Studies, History of Chinese Art / Western Art, Art Education, Fine Arts, Design, Cultural Studies, Humanities, or equivalent, will not be considered. Applications which did not provide all information as requested or which are not clear that the candidates have met the entry requirements will not be considered.
- (ii) **All qualifications required should be obtained on or before the application deadline. Qualifications obtained after the application deadline will not be considered.**
- (iii) The results in the Use of Chinese (UC) and Use of English (UE) papers in the CRE are classified as Level 2, Level 1 or Fail, with Level 2 being the highest.
- (iv) For civil service appointment purpose, Level 4 in Chinese Language of the Hong Kong Diploma of Secondary Education Examination (HKDSEE); or Grade D in Chinese Language and Culture or Chinese Language and Literature of the Hong Kong Advanced Level Examination (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.
- (v) 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.
- (vi) For the purpose of heightening public awareness of the Basic Law (BL) and promoting a culture of learning of BL in the community, applicants for civil service jobs will be assessed on their BL knowledge. The BL test result will constitute an appropriate weighting in a candidate's overall assessment.)

*This is the job advertisement of the previous recruitment exercise held in May 2020.  
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**Duties:** An Assistant Curator II in Art Work Type is mainly deployed on:-

- (a) conduct of research projects and production of catalogues and publications;
- (b) acquisition, design, registration and interpretation of exhibits;
- (c) assisting in the planning and organisation of exhibitions and programmes, and education and extension activities; and
- (d) assisting in the management of collections.

(Notes: Members of the grade –

- (i) May be required to undergo training relevant to the duties of the Grade and work irregular hours; and
- (ii) are subject to posting and transfer within their respective streams and work types if applicable at the discretion of the Head of Grade / Head of Department.)

**Terms of Appointment:** A new appointee 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.

**How to Apply:** Application forms [G.F.340 (Rev. 3/2013)] are 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 (<http://www.csb.gov.hk>).

Applications submitted in person or by post should reach the Grade Management and Support Section, Cultural Services Branch, 5/F, Leisure and Cultural Services Headquarters, 1-3 Pai Tau Street, Sha Tin, N.T. Hong Kong **on or before 22 May 2020** with the envelope clearly marked with **“For application of Assistant Curator II in Art Work Type”**. (The postmark will be referred to for the submission date of the application by mail). To avoid delayed or unsuccessful delivery of applications by post, please ensure that the correct address is clearly printed or written on the envelope and sufficient postage is affixed before posting. Mail items bearing insufficient postage will not be delivered to this Department and will be returned to the sender or disposed of by the Hongkong Post, where appropriate. Applicants will bear any consequences arising from paying insufficient postage. On-line application can also be made through the Civil Service Bureau's website (<http://www.csb.gov.hk>).

**Candidates should state clearly in their applications full record of employment and academic qualifications (including the major(s) of their Bachelor degree or equivalent)** as shortlisting criteria may be applied for selecting better qualified candidates to selection interviews. **The results of the UC paper and UE paper in the CRE should also be included.** Applications which are incomplete, late, not duly signed, submitted by fax / email, or not made in the prescribed form will not be considered.

Candidates who are invited for selection interview will be required to produce the original copies of the official transcripts, certificates and the results in the CRE for verification and photocopies for record purposes. **The application will be deemed unsuccessful if any applicant fails to produce the original copies of the required documents for verification.**

Candidates who are selected for selection interview will normally receive an invitation in about fourteen to sixteen weeks from the closing date for application. This period may be longer in exceptional circumstances, e.g. when a large number of applications are received or when there are other complications. Those who are not invited for selection interview may assume that their applications are unsuccessful.

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**Enquiry Address:** Grade Management and Support Section, Cultural Services Branch, 5/F, Leisure and Cultural Services Headquarters, 1-3 Pai Tau Street, Sha Tin, N.T., Hong Kong.

**Enquiry Telephone:** 2601 8814

**Closing Date for Application: 22 May 2020**

**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 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, 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 selection 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 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 <http://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 all copies of their official transcripts of studies and certificates by mail to the above address. Candidates who apply on-line should mark **“For application of Assistant Curator II in Art Work Type”** on the envelope and quote the on-line application number on the copies of every page of supporting documents.
- (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.

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**LEISURE AND CULTURAL SERVICES DEPARTMENT**  
**Civil Service Vacancy**

**Assistant Curator II (Science)**

**Salary:** Master Pay Scale Point 14 (HK\$30,235 per month) to Master Pay Scale Point 27 (HK\$55,995 per month)

**Entry Requirements:**

Candidates should have -

- (a) a bachelor's degree from a university in Hong Kong, or equivalent, majoring in a relevant subject of Science, Mathematics, Engineering, Technology, or equivalent; and
- (b) met the language proficiency requirements of 'Level 2' result in the Use of English paper and 'Level 1' result in the Use of Chinese paper in the Common Recruitment Examination (CRE), or equivalent.

(Notes:

- (i) Candidates should state clearly in their applications the major(s) of their Bachelor degree or equivalent and their results in the Use of Chinese paper, Use of English paper in the CRE. Applications from candidates not majoring in a relevant subject of Science, Mathematics, Engineering, Technology, or equivalent, will not be considered. Applications which did not provide all information as requested or which are not clear that the candidates have met the entry requirements will not be considered.
- (ii) **All qualifications required should be obtained on or before the application deadline. Qualifications obtained after the application deadline will not be considered.**
- (iii) The results in the Use of Chinese (UC) and Use of English (UE) papers in the CRE are classified as Level 2, Level 1 or Fail, with Level 2 being the highest.
- (iv) For civil service appointment purpose, Level 4 in Chinese Language of the Hong Kong Diploma of Secondary Education Examination (HKDSEE); or Grade D in Chinese Language and Culture or Chinese Language and Literature of the Hong Kong Advanced Level Examination (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.
- (v) 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.
- (vi) For the purpose of heightening public awareness of the Basic Law (BL) and promoting a culture of learning of BL in the community, applicants for civil service jobs will be assessed on their BL knowledge. The BL test result will constitute an appropriate weighting in a candidate's overall assessment.)

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**Duties:** An Assistant Curator II (Science) is mainly deployed on:-

- (a) conduct of research projects and production of catalogues and publications;
- (b) acquisition, design, production, registration and interpretation of exhibits;
- (c) assisting in the planning and organisation of exhibitions, programmes, sky-shows, and education and extension activities; and
- (d) assisting in the management of collections.

(Notes: Members of the grade –

- (i) May be required to undergo training relevant to the duties of the Grade and work irregular hours; and
- (ii) are subject to posting and transfer within their respective streams and work types if applicable at the discretion of the Head of Grade / Head of Department.)

**Terms of Appointment:** A new appointee 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.

**How to Apply:** Application forms [G.F.340 (Rev. 3/2013)] are 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 (<http://www.csb.gov.hk>).

Applications submitted in person or by post should reach the Grade Management and Support Section, Cultural Services Branch, 5/F, Leisure and Cultural Services Headquarters, 1-3 Pai Tau Street, Sha Tin, N.T. Hong Kong **on or before 18 December 2020** with the envelope clearly marked with **“For application of Assistant Curator II (Science)”**. (The postmark will be referred to for the submission date of the application by mail). To avoid delayed or unsuccessful delivery of applications by post, please ensure that the correct address is clearly printed or written on the envelope and sufficient postage is affixed before posting. Mail items bearing insufficient postage will not be delivered to this Department and will be returned to the sender or disposed of by the Hongkong Post, where appropriate. Applicants will bear any consequences arising from paying insufficient postage. On-line application can also be made through the Civil Service Bureau's website (<http://www.csb.gov.hk>).

**Candidates should state clearly in their applications full record of employment and academic qualifications (including the major(s) of their Bachelor degree or equivalent)** as shortlisting criteria may be applied for selecting better qualified candidates to selection interviews. **The results of the UC paper and UE paper in the CRE should also be included.** Applications which are incomplete, late, not duly signed, submitted by fax / email, or not made in the prescribed form will not be considered.

Candidates who are invited for selection interview will be required to produce the original copies of the official transcripts, certificates and the results in the CRE for verification and photocopies for record purposes. **The application will be deemed unsuccessful if any applicant fails to produce the original copies of the required documents for verification.**

Candidates who are selected for selection interview will normally receive an invitation in about fourteen to sixteen weeks from the closing date for application. This period may be longer in exceptional circumstances, e.g. when a large number of applications are received or when there are other complications. Those who are not invited for selection interview may assume that their applications are unsuccessful.

**Enquiry Address:** Grade Management and Support Section, Cultural Services Branch, 5/F,



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Leisure and Cultural Services Headquarters, 1-3 Pai Tau Street, Sha Tin, N.T., Hong Kong.

**Enquiry Telephone:** 2601 8664

**Closing Date for Application: 18 December 2020**

**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 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, 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 selection 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 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 <http://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 all copies of their official transcripts of studies and certificates by mail to the above address. Candidates who apply on-line should mark "**For application of Assistant Curator II (Science)**" on the envelope and quote the on-line application number on the copies of every page of supporting documents.
- (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.

*This is the job advertisement of the previous recruitment exercise held in June 2023.  
The job details of the next recruitment exercise are subject to change.*

**LEISURE AND CULTURAL SERVICES DEPARTMENT**  
**Civil Service Vacancy**

**Assistant Curator II in Film Work Type**

**Salary:** Master Pay Scale Point 14 (HK\$30,990 per month) to Master Pay Scale Point 27 (HK\$57,395 per month)

**Entry Requirements:**

Candidates should have-

- (a) a bachelor's degree from a university in Hong Kong, or equivalent, majoring in a relevant subject of Film / Television Studies, Media / Communication Studies, Fine Arts, Design, Cultural Studies, Humanities, or equivalent;
- (b) met the language proficiency requirements of 'Level 2' result in the Use of English (UE) paper and 'Level 1' result in the Use of Chinese (UC) paper in the Common Recruitment Examination (CRE), or equivalent; and
- (c) a pass result in the Basic Law and National Security Law Test.

(Notes:

- (i) Candidates should state clearly in their applications the major(s) of their Bachelor degree or equivalent and result in the UC and UE papers in the CRE. Applications from candidates not majoring in a relevant subject of Film / Television Studies, Media / Communication Studies, Fine Arts, Design, Cultural Studies, Humanities, or equivalent, will not be considered. **Applications which did not provide all information as requested or which are not clear that the candidates have met the entry requirements will not be considered.**
- (ii) **All qualifications required should be obtained on or before the application deadline. Qualifications obtained after the application deadline will not be considered.**
- (iii) 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.
- (iv) For civil service appointment purpose, Level 4 in Chinese Language of the Hong Kong Diploma of Secondary Education Examination (HKDSEE); or Grade D in Chinese Language and Culture or Chinese Language and Literature of the Hong Kong Advanced Level Examination (HKALE), are accepted as equivalent to Level 1 in UC paper in 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), are accepted as equivalent to Level 2 in UE paper in CRE.
- (v) 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.
- (vi) **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 Basic Law and National Security Law Test is an entry requirement for all civil service jobs. Only those candidates who have passed the Basic Law and National Security Law Test will be considered for appointment. For candidates who have not taken the relevant Basic Law and National Security Law Test or have not attained a pass result in the relevant**

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**Basic Law and National Security Law Test at the time of application, they may still apply for the job and arrangements will be made for them to take the relevant Basic Law and National Security Law Test during the recruitment process.)**

**Duties:** An Assistant Curator II in Film Work Type is mainly deployed on -

- (a) conduct of research projects and production of catalogues and publications;
- (b) acquisition, design, registration and interpretation of exhibits;
- (c) assisting in the planning and organization of exhibitions and programmes, and education and extension activities; and
- (d) assisting in the management of collections.

(Note: Members of the grade –

- (i) may be required to undergo training relevant to the duties of the grade and work irregular hours; and
- (ii) are subject to posting and transfer within their respective streams and work types (if any) at the discretion of the Head of Grade / Department.)

**Terms of Appointment:** A new appointee 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.

**How to Apply:** Application forms [G.F.340 (Rev. 3/2013)] are 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 (<http://www.csb.gov.hk>).

Applications submitted in person or by post should reach the Grade Management and Support Section, Cultural Services Branch, 5/F, Leisure and Cultural Services Headquarters, 1-3 Pai Tau Street, Sha Tin, N.T. Hong Kong **on or before 29 June 2023** with the envelope clearly marked with “**For application of Assistant Curator II in Film Work Type**” (The postmark will be referred to for the submission date of the application by mail). To avoid delayed or unsuccessful delivery of applications by post, please ensure that the correct address is clearly printed or written on the envelope and sufficient postage is affixed before posting. Mail items bearing insufficient postage will not be delivered to this Department and will be returned to the sender or disposed of by the Hongkong Post, where appropriate. Applicants will bear any consequences arising from paying insufficient postage. On-line application can also be made through the Civil Service Bureau's website (<http://www.csb.gov.hk>). **Candidates should state clearly in their applications full record of employment and academic qualifications (including the major(s) of their Bachelor degree or equivalent)** as shortlisting criteria may be applied for selecting better qualified candidates to selection interviews. **The results in UC and UE papers in CRE should also be included.** Applications which are incomplete, late, not duly signed, submitted by fax / email, or not made in the prescribed form will not be considered.

Candidates who are invited for selection interview will be required to produce the original copies of the official transcripts, certificates and the results in the CRE for verification and photocopies for record purposes. **The application will be deemed unsuccessful if any applicant fails to produce the original copies of the required documents for verification.**

Candidates who are selected for interview will normally receive an invitation in about 14 to 16 weeks from the closing date for application. This period may be longer in exceptional

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circumstances, e.g. when a large number of applications are received or when there are other complications. Those who are not invited for interview may assume that their applications are unsuccessful.

**Enquiry Address:** Grade Management and Support Section, Cultural Services Branch, 5/F, Leisure and Cultural Services Headquarters, 1-3 Pai Tau Street, Sha Tin, N.T.

**Enquiry Telephone:** 2601 8814

**Closing Date for Application:** 29 June 2023

**Newspaper Advertised and Date(s):** Ming Pao (16 June 2023) and South China Morning Post (17 & 24 June 2023)

**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 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, 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 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 <http://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 all copies of their official transcripts of studies and certificates by mail to the above enquiry address. Candidates who apply online should mark "**For application of Assistant Curator II in Film Work Type**" on the envelope and quote the online application number on the copies of every page of supporting documents.
- (j) Towards the application deadline, our on-line system would likely be overloaded due to

*This is the job advertisement of the previous recruitment exercise held in June 2023.  
The job details of the next recruitment exercise are subject to change.*

large volume of applications. To ensure timely completion of your on-line application, it is advisable to submit the application as early as possible.

*This is the job advertisement of the previous recruitment exercise held in July 2023.  
The job details of the next recruitment exercise are subject to change.*

**LEISURE AND CULTURAL SERVICES DEPARTMENT**  
**Civil Service Vacancy**

**Assistant Curator II (Conservation)**

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

**Entry Requirements:**

Candidates should have -

- (a) a bachelor's degree from a university in Hong Kong, or equivalent, majoring in a relevant subject of Conservation, Applied Chemistry / Chemistry, Materials Science, Materials Engineering, or equivalent;
- (b) met the language proficiency requirements of 'Level 2' result in the Use of English (UE) paper and 'Level 1' result in the Use of Chinese (UC) paper in the Common Recruitment Examination (CRE), or equivalent; and
- (c) a pass result in the Basic Law and National Security Law Test.

(Notes:

- (i) Candidates should state clearly in their applications the major(s) of their Bachelor degree or equivalent and result in the UC paper and UE paper in the CRE. Applications from candidates not majoring in a relevant subject of Conservation, Applied Chemistry / Chemistry, Materials Science, Materials Engineering, or equivalent, will not be considered. **Applications which did not provide all information as requested or which are not clear that the candidates have met the entry requirements will not be considered.**
- (ii) **All qualifications required should be obtained on or before the application deadline. Qualifications obtained after the application deadline will not be considered.**
- (iii) 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.
- (iv) For civil service appointment purpose, Level 4 in Chinese Language of the Hong Kong Diploma of Secondary Education Examination (HKDSEE); or Grade D in Chinese Language and Culture or Chinese Language and Literature of the Hong Kong Advanced Level Examination (HKALE), are accepted as equivalent to Level 1 in UC paper in 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), are accepted as equivalent to Level 2 in UE paper in CRE.
- (v) 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.
- (vi) **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 Basic Law and National Security Law Test is an entry requirement for all civil service jobs. Only those candidates who have passed the Basic Law and National Security Law Test will be considered for appointment. For candidates who have not taken the relevant**

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**Basic Law and National Security Law Test or have not attained a pass result in the relevant Basic Law and National Security Law Test at the time of application, they may still apply for the job and arrangements will be made for them to take the relevant Basic Law and National Security Law Test during the recruitment process.)**

**Duties:** An Assistant Curator II (Conservation) is mainly deployed on -

- (a) assisting in the handling, examination, documentation and conservation of collections and loan exhibits;
- (b) provision of conservation support to exhibitions and heritage projects;
- (c) implementation of environmental monitoring programmes in museums and other display venues as well as the rendering of preventive measures for the preservation of collections and cultural materials; and
- (d) assisting in the scientific examination of conservation materials to be used on collections.

(Notes: Members of the grade –

- (i) may be required to undergo training relevant to the duties of the grade and work irregular hours; and
- (ii) are subject to posting and transfer within their respective streams and work types (if any) at the discretion of the Head of Grade / Department.)

**Terms of Appointment:** A new appointee 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.

**How to Apply:** Application forms [G.F.340 (Rev. 7/2023)] are 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 (<http://www.csb.gov.hk/english/recruit/application/331.html>).

(Note: 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.)

Applications submitted in person or by post should reach the Grade Management and Support Section, Cultural Services Branch, 5/F, Leisure and Cultural Services Headquarters, 1-3 Pai Tau Street, Sha Tin, N.T. Hong Kong **on or before 10 August 2023** with the envelope clearly marked with “**For application of Assistant Curator II (Conservation)**” (The postmark will be referred to for the submission date of the application by mail). To avoid delayed or unsuccessful delivery of applications by post, please ensure that the correct address is clearly printed or written on the envelope and sufficient postage is affixed before posting. Mail items bearing insufficient postage will not be delivered to this Department and will be returned to the sender or disposed of by the Hongkong Post, where appropriate. Applicants will bear any consequences arising from paying insufficient postage. On-line application can also be made through the Civil Service Bureau's website (<http://www.csb.gov.hk>). **Candidates should state clearly in their applications full record of employment and academic qualifications (including the major(s) of their Bachelor degree or equivalent)**

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The job details of the next recruitment exercise are subject to change.*

as shortlisting criteria may be applied for selecting better qualified candidates to selection interviews. **The results in UC and UE papers in CRE should also be included.** Applications which are incomplete, late, not duly signed, submitted by fax / email, or not made in the prescribed form will not be considered.

Candidates who are invited for selection interview will be required to produce the original copies of the official transcripts, certificates and the results in the CRE for verification and photocopies for record purposes. **The application will be deemed unsuccessful if any applicant fails to produce the original copies of the required documents for verification.**

Candidates who are selected for interview will normally receive an invitation in about 14 to 16 weeks from the closing date for application. This period may be longer in exceptional circumstances, e.g. when a large number of applications are received or when there are other complications. Those who are not invited for interview may assume that their applications are unsuccessful.

**Enquiry Address:** Grade Management and Support Section, Cultural Services Branch, 5/F, Leisure and Cultural Services Headquarters, 1-3 Pai Tau Street, Sha Tin, N.T.

**Enquiry Telephone:** 2601 8664

**Closing Date for Application:** 10 August 2023

**Newspaper Advertised and Date(s):** Ming Pao (28 July 2023) and South China Morning Post (29 July & 5 August 2023)

**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 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, 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 selection 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 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



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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”.

- (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 all copies of their official transcripts of studies and certificates by mail to the above address. Candidates who apply on-line should mark “**For application of Assistant Curator II (Conservation)**” on the envelope and quote the on-line application number on the copies of every page of supporting documents.
- (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.

*This is the job advertisement of the previous recruitment exercise held in September 2022.  
The job details of the next recruitment exercise are subject to change.*

**LEISURE AND CULTURAL SERVICES DEPARTMENT  
Civil Service Vacancy**

**Assistant Curator II (History)**

**Salary:** Master Pay Scale Point 14 (HK\$30,990 per month) to Master Pay Scale Point 27 (HK\$57,395 per month)

**Entry Requirements:**

Candidates should have -

- (a) a bachelor's degree from a university in Hong Kong, or equivalent, majoring in a relevant subject of Anthropology, Archaeology, History, Geology, Geography, Ethnography, Museum Studies, Cultural Studies, Humanities, or equivalent;
- (b) met the language proficiency requirements of 'Level 2' result in the Use of English (UE) paper and 'Level 1' result in the Use of Chinese (UC) paper in the Common Recruitment Examination (CRE), or equivalent; and
- (c) a pass result in the Basic Law and National Security Law Test.

(Notes:

- (i) Candidates should state clearly in their applications the major(s) of their Bachelor degree or equivalent and their results in the UC and UE papers in CRE. Applications from candidates not majoring in a relevant subject of Anthropology, Archaeology, History, Geology, Geography, Ethnography, Museum Studies, Cultural Studies, Humanities, or equivalent, will not be considered. **Applications which did not provide all information as requested or which are not clear that the candidates have met the entry requirements will not be considered.**
- (ii) **All qualifications required should be obtained on or before the application deadline. Qualifications obtained after the application deadline will not be considered.**
- (iii) The results in UC and UE papers in CRE are classified as Level 2, Level 1 or Fail, with Level 2 being the highest.
- (iv) For civil service appointment purpose, Level 4 in Chinese Language of the Hong Kong Diploma of Secondary Education Examination (HKDSEE); or Grade D in Chinese Language and Culture or Chinese Language and Literature of the Hong Kong Advanced Level Examination (HKALE), are accepted as equivalent to Level 1 in UC paper in 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), are accepted as equivalent to Level 2 in UE paper in CRE.
- (v) 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 UE paper in CRE. The IELTS test result must be valid on any date during the application period.
- (vi) **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 Basic Law and National Security Law Test is an entry requirement for all civil service jobs. Only those**

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The job details of the next recruitment exercise are subject to change.*

**candidates who have passed the Basic Law and National Security Law Test will be considered for appointment. For candidates who have not taken the relevant Basic Law and National Security Law Test or have not attained a pass result in the relevant Basic Law and National Security Law Test at the time of application, they may still apply for the job and arrangements will be made for them to take the relevant Basic Law and National Security Law Test during the recruitment process.**

**Duties:** An Assistant Curator II (History) is mainly deployed on -

- (a) conduct of research projects and production of catalogues and publications;
- (b) acquisition, design, registration and interpretation of exhibits;
- (c) assisting in the planning and organisation of exhibitions and programmes, and education and extension activities;
- (d) assisting in the carrying out of archaeological and / or local history field projects;
- (e) assisting in the protection and preservation of archaeological and built heritage in Hong Kong; and
- (f) assisting in the production and monitoring of computer programme / database on heritage and management of collections.

(Note: Members of the grade –

- (i) may be required to undergo training relevant to the duties of the grade and work irregular hours; and
- (ii) are subject to posting and transfer within their respective streams and work types (if any) at the discretion of the Head of Grade / Department.)

**Terms of Appointment:** A new appointee 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.

**How to Apply:** Application forms [G.F.340 (Rev. 3/2013)] are 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 (<http://www.csb.gov.hk>).

Applications submitted in person or by post should reach the Grade Management and Support Section, Cultural Services Branch, 5/F, Leisure and Cultural Services Headquarters, 1-3 Pai Tau Street, Sha Tin, N.T. Hong Kong **on or before 13 October 2022** with the envelope clearly marked with **“For application of Assistant Curator II (History)”**. (The postmark will be referred to for the submission date of the application by mail). To avoid delayed or unsuccessful delivery of applications by post, please ensure that the correct address is clearly printed or written on the envelope and sufficient postage is affixed before posting. Mail items bearing insufficient postage will not be delivered to this Department and will be returned to the sender or disposed of by the Hongkong Post, where appropriate. Applicants will bear any consequences arising from paying insufficient postage. On-line application can also be made through the Civil Service Bureau's website (<http://www.csb.gov.hk>). **Candidates should state clearly in their applications full record of employment and academic qualifications (including the major(s) of their Bachelor degree or equivalent)** as shortlisting criteria may be applied for selecting better qualified candidates to selection interviews. **The results in UC and UE papers in CRE should also be included.**

*This is the job advertisement of the previous recruitment exercise held in September 2022.  
The job details of the next recruitment exercise are subject to change.*

Applications which are incomplete, late, not duly signed, submitted by fax / email, or not made in the prescribed form will not be considered.

Candidates who are invited for selection interview will be required to produce the original copies of the official transcripts, certificates and the results in CRE for verification and photocopies for record purposes. **The application will be deemed unsuccessful if any applicant fails to produce the original copies of the required documents for verification.**

Candidates who are selected for selection interview will normally receive an invitation in about 14 to 16 weeks from the closing date for application. This period may be longer in exceptional circumstances, e.g. when a large number of applications are received or when there are other complications. Those who are not invited for interview may assume that their applications are unsuccessful.

**Enquiry Address:** Grade Management and Support Section, Cultural Services Branch, 5/F, Leisure and Cultural Services Headquarters, 1-3 Pai Tau Street, Sha Tin, N.T., Hong Kong

**Enquiry Telephone:** 2601 8664

**Closing Date for Application:** 13 October 2022

**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 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, 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 selection 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 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

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The job details of the next recruitment exercise are subject to change.*

*“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”.

- (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 all copies of their official transcripts of studies and certificates by mail to the above address. Candidates who apply on-line should mark **“For application of Assistant Curator II (History)”** on the envelope and quote the on-line application number on the copies of every page of supporting documents.
- (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.

*This is the job advertisement of the previous recruitment exercise held in December 2021.  
The job details of the next recruitment exercise are subject to change.*

**LEISURE AND CULTURAL SERVICES DEPARTMENT**  
**Civil Service Vacancy**

**Assistant Manager, Cultural Services**

**Salary:** Master Pay Scale Point 14 (HK\$30,235 per month) to Master Pay Scale Point 27 (HK\$55,995 per month)

**Entry Requirements:**

Candidates should-

- (a) have a bachelor's degree from a university in Hong Kong, or equivalent;
- (b) have met the language proficiency requirements of 'Level 2' result in the Use of English (UE) paper and 'Level 1' result in the Use of Chinese (UC) paper in the Common Recruitment Examination (CRE), or equivalent;
- (c) have a pass result in the Aptitude Test (AT) in the CRE;
- (d) have a pass result in the Basic Law Test (BLT); and
- (e) be fluent in spoken English and Cantonese.

(Notes:

- (i) Candidates should state clearly in their applications the major(s) of their Bachelor degree or equivalent and their results in the UC paper, UE paper and AT in the CRE. **Applications which did not provide all information as requested or which are not clear that the candidates have met the entry requirements will not be considered.**
- (ii) **All qualifications required should be obtained on or before the application deadline. Qualifications obtained after the application deadline will not be considered.**
- (iii) The results in the AT paper in the CRE are classified as pass or fail; the results in the UC and UE papers in the CRE are classified as Level 2, Level 1 or Fail, with Level 2 being the highest.
- (iv) For civil service appointment purpose, Level 4 in Chinese Language of the Hong Kong Diploma of Secondary Education Examination (HKDSEE); or Grade D in Chinese Language and Culture or Chinese Language and Literature of the Hong Kong Advanced Level Examination (HKALE), are accepted as equivalent to Level 1 in the UC paper in 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 in the CRE.
- (v) 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 in the CRE. The IELTS test result must be valid on any date during the application period.
- (vi) **All applicants for civil service jobs will be assessed on their Basic Law knowledge. A pass result in the BLT is an entry requirement for civil service jobs requiring degree/professional qualifications. Only those candidates who have passed the BLT will be considered for appointment. Attaining a score at or above 53 out of the full mark of 100 (i.e. getting at least 8 out of 15 questions correct) will be deemed to have a pass result in BLT. The BLT result will also constitute an appropriate weighting in a candidate's overall assessment. For candidates who have not taken the BLT or have not attained a pass result in the BLT at the time of application, they may still apply for the job and arrangements will be made for them to take**

*This is the job advertisement of the previous recruitment exercise held in December 2021.  
The job details of the next recruitment exercise are subject to change.*

**the BLT during the recruitment process.**

(vii) The post is open to both male and female candidates.)

**Duties:** An Assistant Manager, Cultural Services is mainly deployed on assisting in -

- (a) running cultural venues and indoor stadia, providing management support to major libraries and museums;
- (b) organising and promoting cultural and entertainment programmes/festivals; and
- (c) supervision and management of staff.

(Note: Members of the grade –

- (i) may be required to undergo training relevant to the duties of the grade and work irregular hours; and
- (ii) are subject to posting and transfer at the discretion of the Head of Grade / Department.)

**Terms of Appointment:** A new appointee 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.

**How to Apply:** Application forms [G.F.340 (Rev. 3/2013)] are 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 (<http://www.csb.gov.hk>).

Applications submitted in person or by post should reach the Grade Management and Support Section, Cultural Services Branch, 5/F, Leisure and Cultural Services Headquarters, 1-3 Pai Tau Street, Sha Tin, N.T. Hong Kong **on or before 30 December 2021** with the envelope clearly marked with **“For application of Assistant Manager, Cultural Services”**. (The postmark will be referred to for the submission date of the application by mail). To avoid delayed or unsuccessful delivery of applications by post, please ensure that the correct address is clearly printed or written on the envelope and sufficient postage is affixed before posting. Mail items bearing insufficient postage will not be delivered to this Department and will be returned to the sender or disposed of by the Hongkong Post, where appropriate. Applicants will bear any consequences arising from paying insufficient postage. On-line application can also be made through the Civil Service Bureau's website (<http://www.csb.gov.hk>). **Candidates should state clearly in their applications full record of employment and academic qualifications (including the major(s) of their Bachelor degree or equivalent)** as shortlisting criteria may be applied for selecting better qualified candidates to selection interviews. **The results of the UC paper, UE paper and AT in the CRE should also be included.** Applications which are incomplete, late, not duly signed, submitted by fax / email, or not made in the prescribed form will not be considered.

Candidates who are invited for selection interview will be required to produce the original copies of the official transcripts, certificates and the results in the CRE for verification and photocopies for record purposes. **The application will be deemed unsuccessful if any applicant fails to produce the original copies of the required documents for verification.**

Candidates who are selected for interview will normally receive an invitation in about sixteen to twenty weeks from the closing date for application. This period may be longer in exceptional circumstances, e.g. when a large number of applications are received or when there are other complications. Those who are not invited for interview may assume that their applications are unsuccessful.

*This is the job advertisement of the previous recruitment exercise held in December 2021.  
The job details of the next recruitment exercise are subject to change.*

**Enquiry Address:** Grade Management and Support Section, Cultural Services Branch, 5/F, Leisure and Cultural Services Headquarters, 1-3 Pai Tau Street, Sha Tin, N.T., Hong Kong.

**Enquiry Telephone:** 2601 8814 or 2601 8664

**Closing Date for Application:** 30 December 2021

**Newspaper Advertised and Date(s):** Ming Pao (17 December 2021) and South China Morning Post (18 December 2021)

**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 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 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, 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 selection 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 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 <http://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 all copies of their official transcripts of studies and certificates by mail to the above address. Candidates who apply on-line should mark **“For application of Assistant Manager, Cultural Services”** on the envelope and quote the on-line application number on the copies of every page of supporting documents.
- (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.