

DIGITAL POLICY OFFICE (Civil Service Vacancies)

Analyst/Programmer II

Salary: Master Pay Scale Point 16 (\$36,850) to Master Pay Scale Point 27 (\$61,865) per month [Note 1]

Entry Requirements:

Candidates should have –

- (a) a Bachelor's degree in information technology (IT) from a university in Hong Kong, or equivalent [Note 2];
- (b) a Pass result in the Aptitude Test (AT) in the Common Recruitment Examination (CRE) [Note 3 and 4];
- (c) 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 CRE, or equivalent [Note 3 and 4]; and
- (d) a Pass result in the Basic Law and National Security Law Test [Note 5].

(Remark: Candidates are required to sit for a written examination in Hong Kong [Notes 6 and 7].)

Duties:

An Analyst/Programmer II is mainly deployed on –

- (a) developing, delivering, maintaining and assisting in the procurement and management of information systems and services;
- (b) evaluating and performing research of new hardware, software and technologies; and
- (c) providing support in the implementation of initiatives and programmes for wider adoption of Information and Communications Technology in the Government / local community.

(Remark: May be posted to work in the Digital Policy Office or various government bureaux / departments; and be required to work irregular hours.)

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:

[Accept online application and online submission of supporting documents ONLY]

All applications must be submitted **on or before 13 December 2024 (Friday) at 6:00 p.m. Hong Kong Time**. Each applicant should **submit ONE application on or before the deadline through the on-line application system on the Civil Service Bureau website at www.csb.gov.hk**. Applications which are incomplete, late, submitted by post, fax, e-mail or other means will **NOT** be accepted.

In addition, applicants **must also submit the following supporting documents of qualification [Note 8] on or before 20 December 2024 (Friday) at 6:00 p.m. Hong Kong Time through the GovHK's website (<https://eform.cefs.gov.hk/form/dpo008/>)** –

- (a) copies of degree certificates [Note 9];
- (b) copies of official transcripts [Note 9]; and
- (c) copies of transcripts of studies / academic results / documentary evidence to prove the pursuing of requisite academic qualification stated in the “Entry Requirements” [Item (a)] above (if applicants are going to obtain the requisite academic qualification stated in the “Entry Requirements” [Item (a)] above in the year of 2025 or 2026).

If the required supporting documents are not submitted, or submitted late, or are insufficient, or submitted by post, fax, e-mail or other means, such applications will **not** be considered.

- [Notes:**
- (1) *The information on the monthly salary and maximum pay point is for reference only and may be subject to changes.*
 - (2) *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 refer to “How to Apply” and submit the supporting documents as required.*

Applicants without the requisite academic qualification stated in the “Entry Requirements” [Item (a)], but who are undergoing further studies with a view to obtaining the requisite qualification in the year of 2025 or 2026 may also apply; if selected, appointment will be subject to, among others, the attainment of requisite academic qualification (i.e. a bachelor’s degree in Information Technology (IT) from a university in Hong Kong, or equivalent) in the year of 2025 or 2026 respectively. They should refer to “How to Apply” and submit the supporting documents as required.

- (3) (i) *Candidates’ results in the AT paper of 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. Level 2 and Level 1 results of the two language papers and Pass result of the AT paper obtained from December 2006 onwards are of permanent validity. Applicants with valid requisite results in the AT, UC and UE papers obtained in previous CREs are deemed to have met the “Entry Requirements” [Items (b) and (c)].*
- (ii) *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.

- (iii) *An overall band of 6.5 or above with no subtest score below band 6 obtained in the same sitting in the Academic Module of the International English Language Testing System (IELTS) within the two-year validity period of the test is accepted as equivalent to Level 2 in the UE paper of the CRE. The IELTS test result must be valid on any date during the application period, i.e. from 29 November 2024 to 13 December 2024.*
- (4) *Applicants who do not possess the requisite CRE results, or equivalent, but will take CRE to be held within December 2024 may also apply. Their applications will be processed subject to their obtaining the requisite CRE results in the aforesaid examination.*
- (5) *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 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.

- (6) Candidates are required to sit for a written examination in Hong Kong. Only those candidates who have passed the examination will be further considered for selection interviews. Candidates who are invited for the written examination will normally receive an invitation in about four to ten weeks from the closing date for application. Longer time may be required under certain circumstances, e.g. when a large number of applications are received. Those who are not invited for written examination and / or interviews may assume that their applications are unsuccessful. An invitation to the written examination and / or interviews does not imply that the candidate's qualifications meet the entry requirements of the post he / she has applied for.*
- (7) Applicants should note that the written examination and selection interviews will be conducted in Hong Kong only.*
- (8) The supporting documents submitted will be used to assess whether the candidate meets the academic qualification as stated in "Entry Requirements" [Item (a)]. The assessment will consider the content of the completed courses, and the overall structure and composition of the degree programme in IT areas.*
- (9) Graduates who are users of the Joint Universities Computer Centre (JUCC)'s Academic Certificate Verification Platform (ACVP) may also submit the Link, QR Code or ACVP's credential pdf file through the GovHK's website (<https://eform.cefs.gov.hk/form/dpo008/>) as another format of the supporting documents of qualification. They should choose to (i) create a sharelink that is solely dedicated to the purpose of making this application; (ii) set the maximum number of views to at least 5; (iii) set the expiry date of the sharelink to 30 September 2025; and (iv) enable the download function when they create the "Share Credentials" in the ACVP before submission to this Office. They should also refer to "How to apply" and submit the supporting documents as required.]*

Enquiry Address, Telephone and E-mail:

For enquiries, please send to Appointments Section, Digital Policy Office, 12/F, Treasury Building, No. 3 Tonkin Street West, Cheung Sha Wan, Kowloon, or call 3847 7387, or e-mail to "appts@digitalpolicy.gov.hk".

Closing Date for Application: 13 December 2024 at 6:00 p.m. Hong Kong Time

Newspaper(s) Advertised (with dates):

Ming Pao: 29 November and 6 December 2024

South China Morning Post: 30 November and 7 December 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 requirements irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.
- (c) Civil service vacancies are posts on the civil service establishment. Candidates selected for these vacancies will be appointed on civil service terms of appointment and conditions of service and will become civil servants on appointment.
- (d) The entry pay, terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.
- (e) The information on the monthly salary and maximum pay point is for reference only and may be subject to changes.
- (f) Fringe benefits include paid leave, medical and dental benefits, and where appropriate, assistance in housing.
- (g) Where a large number of candidates meet the specified entry requirements, 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 the selection interviews.
- (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 written examination and / or 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 (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 refer to “How to Apply” and submit the supporting documents as required.
- (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.