Digital Policy Office

The Government of the
Hong Kong Special Administrative Region
of the People's Republic of China

Analyst / Programmer Grade

Major Responsibilities

✦ Formulate strategies, initiatives and programmes to harness the benefits of IT for Government and society.
✦ Conduct information systems studies, design, implement and maintain application systems, provide technical support, and manage IT projects.
✦ Help develop IT infrastructure and set standards, foster the development of the IT industry locally, and promote and facilitate the wider use of IT in the community.
✦ Implement measures to drive IT development in Hong Kong.

Job Description for Analyst/Programmer II

Mainly deployed on:

✦ Developing, delivering, maintaining and assisting in the procurement and management of information systems and services;
✦ Evaluating and performing research of new hardware, software and technologies; and
✦ Providing support in the implementation of initiatives and programmes for wider adoption of information and communications technology in the Government/local community.

Training and Professional Development

DPO has developed a comprehensive training plan for officers at all levels of the Analyst/Programmer grade having regard to the operational and career development needs. Training takes various forms, including participation in IT conferences, face-to-face training, further studies in the Mainland and overseas, e-learning, and visits to other organisations, so that they can keep abreast of the latest professional knowledge and technology expertise.

In addition to training courses, DPO also encourages and sponsors staff to take professional examinations and pursue continuing education relevant to their duties. Furthermore, workplace learning activities and a variety of learning resources are offered to encourage life-long learning.

Career Prospects	
Rank	**Pay Points***
Deputy Director of Information Technology Services	DPS Pt.3
Assistant Director of Information Technology Services	DPS Pt.2
Chief Systems Manager	DPS Pt.1
Senior Systems Manager	MPS Pt.45-49
Systems Manager	MPS Pt.34-44
Analyst/Programmer I	MPS Pt.28-33
Analyst/Programmer II	MPS Pt.16-27

*DPS – Directorate Pay Scale   MPS – Master Pay Scale

Role in the Government

Analyst/Programmer Grade staff are required to work in the DPO and various government bureaux/departments to perform the major responsibilities.

Entry Qualifications for Analyst/Programmer II

✦ A Bachelor's degree in IT from a university in Hong Kong, or equivalent [Note 1];
✦ A pass result in the Aptitude Test (AT) in the Common Recruitment Examination (CRE);
✦ 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 CRE, or equivalent; and
✦ A pass result in the Basic Law and National Security Law Test (BLNST).

Note (1):
Final year undergraduate students pursing a Bachelor's degree in IT, and students in their penultimate year of study pursing a Bachelor's degree in IT may also apply. If selected, appointment will be subject to, among others, the attainment of requisite academic qualification (i.e. bachelor's degree in IT from a Hong Kong university, or equivalent).

How to Apply

Invitation for application for the posts of Analyst/ Programmer II will be advertised in the major English and Chinese newspapers in Hong Kong and in websites of GovHK, Civil Service Bureau (CSB) and DPO. Please apply in accordance with the procedures set out in the advertisements.

Websites of GovHK, CSB and DPO

✦ **www.gov.hk** ✦ **www.csb.gov.hk**
✦ **www.digitalpolicy.gov.hk**