

**CIVIL SERVICE VACANCY**  
**MARINE DEPARTMENT**

**Assistant Marine Controller**

**Salary : Master Pay Scale Point 24 (\$53,980 per month) to Master Pay Scale Point 33 (\$81,510 per month)**

**Entry Requirements :**

Candidates should -

- (a) (i) have a Certificate of Competency (Deck Officer) (Seagoing) Class 2 issued by the Director of Marine, or equivalent; or
- (ii) a Hong Kong Licence (Deck Officer) (Seagoing) Class 2 issued by the Director of Marine; or
- (iii) a Certificate of Competency (Deck Officer) (River Trade) Class 2 or above issued by the Director of Marine with four years of relevant post-qualification experience [See Note (1)];
- (b) be able to speak fluent Cantonese, read and write good Chinese;
- (c) be able to speak fluent English, read and write good English; and
- (d) have a pass result in the Basic Law and National Security Law Test [See Note (2)].

Note :

*(1) Candidates without the requisite years of experience as specified in item (a) (iii) of entry requirements above, but who are in the process of obtaining the requisite years of experience may also apply; if selected, appointment will be subject to their obtaining the requisite years of experience by the time of offer of appointment.*

*(2) 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.*

**Duties :**

An Assistant Marine Controller is mainly deployed on assisting Marine Officers/Marine Controllers in –

- (a) port service operations, including vessel traffic management and ferry terminals management and operations;
- (b) conducting examinations for Hong Kong Certificates of Competency for services on local vessels and pleasure vessels;
- (c) harbour services patrol duties, including carrying out inspection of vessels and regulating

- marine traffic and activities in Hong Kong waters;
- (d) handling marine accident preliminary investigation and carrying out marine law enforcement and prosecution action; and
  - (e) supervising subordinate staff and conduct training for officers in the Department.

*(Remarks : May be required to (i) wear uniform on duty; (ii) work shifts/irregular hours or undertake standby duties; (iii) work at times of typhoon signals in force; (iv) work on board patrol launches; and (v) attend training courses either locally or overseas.)*

**Terms of Appointment :** 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.

**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 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) 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.

### **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 (<https://www.csb.gov.hk>).

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, together with the supporting documents mentioned below, submitted in person or by post should reach the contact address below on or before the closing date of application (the postmark date on the envelope will be regarded as the date of application). Please specify "Application for the post of Assistant Marine Controller" on the envelope. 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 has been 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.

Applicants may also apply on-line through the Civil Service Bureau's website (<https://www.csb.gov.hk>). For applicants who apply on-line, they should submit copies of the required supporting documents below by post to the contact address below **on or before 20 September 2024**. The on-line application number should be quoted on the envelope and copies of the supporting documents.

Applications which are not made in prescribed application forms, submitted by fax or e-mail, late, incomplete, or without the required supporting documents will not be considered.

The required supporting documents are as follows –

- (a) copies of certificates and documents in support of the professional / technical qualifications;
- (b) copies of supporting documents of work experience showing nature of work / position

held; and

- (c) a copy of a pass result in the Basic Law and National Security Law Test (non-degree / non-professional grades with academic requirements at or above completion of secondary education level) (if any).

Applicants are encouraged to provide their e-mail addresses on the application forms. Candidates who are selected for interview are required to attend a written test in both Chinese and English which will be held on the same day. They will normally receive an invitation (by e-mail or by post) in about eight to ten weeks from the closing date for application. Those who are not invited for the interview may assume that their applications are unsuccessful.

**Contact Address:** Appointments Unit, Marine Department, 21/F, Harbour Building, 38 Pier Road, Central, Hong Kong

**Enquiry Tel No.:** 2852 4995

**Closing Date for Application:** 13 September 2024

**Newspaper(s) advertised and Date(s):** Ming Pao Daily News: 30 August 2024, South China Morning Post: 31 August 2024 and 7 September 2024

**Issue Date:** 30 August 2024