

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

**Assistant Surveyor of Ships (Nautical)**

**Salary :** Master Pay Scale Point 19 (\$36,665 per month) to Master Pay Scale Point 27 (\$53,195 per month)

**Entry Requirements :** Candidates should have :

- (a) a Bachelor's degree in a relevant discipline relating to the maritime field from a university in Hong Kong or equivalent, acceptable to the Director of Marine [See Note (1)];
- (b) a Certificate of Competency (Deck Officer) Class 3 or above issued by or a certificate acceptable to the Director of Marine; and
- (c) met the language proficiency requirements of 'Level 2' or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or Hong Kong Certificate of Education Examination (HKCEE), or equivalent [See Note (2)].

Notes :

- (1) Candidates without the requisite academic qualification as specified in paragraph (a) above, but are in the process of obtaining the requisite academic qualification may also apply. Consideration for appointment will be subject to their obtaining the requisite academic qualification by the time of offer of appointment.
- (2) For civil service appointment purpose, 'Grade E' in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 is accepted administratively as comparable to 'Level 2' in Chinese Language and English Language in the 2007 HKCEE and henceforth.
- (3) 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.

**Duties :** An Assistant Surveyor of Ships (Nautical) is mainly deployed on the following types of work at the assistant professional level :

- (a) undertaking statutory and other related duties under the Merchant Shipping Ordinances pertaining to maritime safety, pollution prevention, security, seafarers welfare and management including casualty investigations and audits on Hong Kong registered ships and their companies;
- (b) assisting in the conduct of examination for deck officers' certificates of competency; and
- (c) undertaking duties as a nautical consultant for the Government.

- [Remarks : (i) *All Assistant Surveyors of Ships (Nautical) are required to undertake a designated training programme for gaining relevant knowledge and experience with a view to obtaining the requisite professional qualification.*
- (ii) *All Assistant Surveyors of Ships (Nautical) are required to travel abroad to carry out surveys or audits.]*

**Terms of Appointment :** A new recruit will normally be appointed on civil service probationary terms for three years or the time taken for him/her to obtain the requisite professional qualification, whichever is the later and subject to a maximum of five years. Upon passage of probation bar, he/she may be considered for appointment on the prevailing permanent terms. Assistant Surveyors of Ships (Nautical) are required to obtain the requisite professional qualification within a maximum of five years from the date of appointment to the Assistant Surveyors of Ships rank. Any officer who fails to do so may have his/her service terminated.

**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.
- (i) Academic qualifications other than those obtained from Hong Kong institutions/Hong Kong Examinations and Assessment Authority will be subject to assessments on equivalence with the required entry qualifications. Holders of such qualifications should submit copies of their official transcripts and certificates by mail to the enquiry address below.
- (j) Towards the application deadline, our online system would likely be overloaded due to

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

**How to Apply :** Application Forms (G.F. 340 [(Rev. 3/2013)]) are obtainable from any Home Affairs Enquiry Centre of District Offices, Home Affairs Department or any Job Centre of the Employment Services Division, Labour Department. The said form can also be downloaded from the Civil Service Bureau website (<http://www.csb.gov.hk>).

Completed forms, together with the supporting documents mentioned below, should be forwarded to the enquiry address below on or before the closing date for application (the postmark date on the envelope will be regarded as the date of application). Please specify “Application for the post of Assistant Surveyor of Ships (Nautical)” on the envelope and ensure sufficient postage is affixed so as to avoid unsuccessful delivery of application. Mail items bearing insufficient postage will not be delivered to the Department and will be returned to the sender or disposed of by the HongKong Post, where appropriate.

Online application can also be made through the Civil Service Bureau website (<http://www.csb.gov.hk>). Candidates who apply online should submit the support documents mentioned below on or before 31 August 2018 to the enquiry address below, and the online application number should be quoted on the envelope and the copies of supporting documents.

The required supporting documents are as follows-

- (a) for candidates holding qualification obtained from institutions or authorities outside Hong Kong, please provide copies of certificates and transcripts in support of the academic qualification and supporting documents of the professional qualification; and
- (b) for candidates holding academic qualification obtained from local institutions, please provide copies of transcripts showing the subjects studied.

Applicants are encouraged to provide their email addresses on the application forms. Applications which are submitted by fax or email, or applications which are late will not be considered.

Qualified candidates are required to attend a written examination. Only those who have passed the written examination will be invited for interview. As it takes time to verify candidates’ qualifications, an invitation to the written examination does not imply that their qualifications meet the entry requirements of the Assistant Surveyor of Ships (Nautical) post. Candidates will normally receive an invitation (by email or by post) in about four to six weeks from the closing date for application. Those who are not invited to sit for the written examination may assume that their applications are unsuccessful.

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

**Enquiry Tel No. :** 2852 4389

**Closing Date for Application : 24 August 2018**

**Newspaper(s) advertised and Date(s) : Ming Pao Daily News: 10 August 2018, South China Morning Post: 11 August 2018**

**Issue Date : 10 August 2018**