

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

**Assistant Surveyor of Ships (Ship)**

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

**Entry Requirements :** Candidates should have -

- (a) a Bachelor's degree in naval architecture or related technology from a university in Hong Kong, or equivalent [See Note (1)];
- (b) 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 the Hong Kong Certificate of Education Examination (HKCEE), or equivalent [See Note (2)]; and
- (c) a pass result in the Basic Law and National Security Law Test [See Note (3)].

Notes :

- (1) Students who have met the entry requirements as specified in paragraph (b) above by the close of the application period, and are pursuing a Bachelor's degree **or equivalent** as specified in paragraph (a) above (i.e. a Bachelor's degree in naval architecture or related technology from a university in Hong Kong **or equivalent**) and are graduating in 2024, 2025 or 2026 respectively may also apply. If selected, appointment will be subject to, among others, the attainment of requisite academic qualification specified in paragraph (a) above within the year in 2024, 2025 or 2026 respectively and qualification assessment (if applicable).
- (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) 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 Surveyor of Ships (Ship) 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; and

- (b) undertaking duties as a naval architect for the Government on the construction of new vessels and maintenance of the Government Fleet.

*[Remarks : (i) All Assistant Surveyors of Ships (Ship) are required to undertake a designated training programme for gaining relevant knowledge and experience with a view to obtaining the requisite professional qualification; and*

*(ii) All Assistant Surveyors of Ships (Ship) 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 (Ship) are required to obtain the requisite professional qualification within a maximum period of five years from the date of appointment to the Assistant Surveyor 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. 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) 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 contact address below.

(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.

**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 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 (Ship)**” 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 Marine 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>). Applications submitted by fax or e-mail will not be accepted.

For applicants who apply on-line, they should submit copies of the required supporting documents mentioned below by post to the contact address below on or before 9 August 2024. The on-line application number should be quoted on the envelope and copies of the 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 / professional qualification;
- (b) for candidates holding academic qualification obtained from local institutions, please provide copies of transcripts showing the subjects studied; and
- (c) a pass result of the Basic Law and National Security Law Test (Degree / Professional Grades) (if any).

Applicants are encouraged to provide their e-mail addresses on the application forms. 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 (Ship) post. Candidates will normally receive an invitation (by e-mail 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.

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

**Enquiry Tel No. :** 2852 4904

**Closing Date for Application :** 2 August 2024

**Newspaper(s) advertised (with date) :** Ming Pao Daily News (19 July 2024) and South China Morning Post (20 July 2024 and 27 July 2024)

**Issue Date :** 19 July 2024