

NON-CIVIL SERVICE VACANCY

Electrical and Mechanical Services Department

Technician Trainee (Electrical / Mechanical / Vehicle / Air-conditioning / Electronics / Building Services / Information Technology discipline)

Salary:

HK\$18,560 per month (Technician Trainee I (2-year programme))

HK\$16,990 per month (Technician Trainee I (3-year programme))

HK\$16,025 per month (Technician Trainee II (2-year programme))

HK\$14,660 per month (Technician Trainee II (3-year programme))

(Note 1)

*EMSD will arrange eligible Technician Trainees to join the “Earn and Learn” Scheme launched by the Vocational Training Council. Technician Trainees who successfully join the scheme shall receive subsidy and government allowance in instalments within the training period up to **a total amount of HK\$120,800**. In other words, Technician Trainees who successfully joined the “Earn and Learn” Scheme and completed the programme could receive an average total monthly income (including salary, subsidy and government allowance) of an amount up to: -*

around HK\$23,343 (Technician Trainee I (2-year programme))

around HK\$23,460 (Technician Trainee I (3-year programme))

around HK\$20,808 (Technician Trainee II (2-year programme))

around HK\$20,925 (Technician Trainee II (3-year programme))

(As the amount and mode of issue of subsidy and government allowance may vary across trades and industries as well as the training period, the above figures are for reference only.)

Entry Requirements:

Technician Trainee I (2-year programme) —

Candidates should have:-

- (a) completed the first year of a 2-year full-time Higher Diploma programme of a relevant trade (Note 2) offered by the Vocational Training Council in 2017 or thereafter (obtained a pass in study), or equivalent; and
- (b) met the language proficiency requirements of Level 2 (Note 4) 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.

Technician Trainee I (3-year programme) —

Candidates should have:-

- (a) (i) Level 2 or above in Mathematics and Level 2 or equivalent (Note 4, Note 5) or above in four other subjects (may include Chinese Language and English Language) in HKDSEE (obtained in 2017 or thereafter), or equivalent; or
- (ii) completed a full-time Diploma of Vocational Education programme of a relevant trade (Note 2, Note 3) offered by the Vocational Training Council with successful

completion of Mathematics 3G or 3E in 2017 or thereafter (obtained a pass in study and fulfilled the required number of hours of practical training)(Note 6), or equivalent; and

- (b) met the language proficiency requirements of Level 2 (Note 4) or above in Chinese Language and English Language in HKDSEE or HKCEE, or equivalent.

Technician Trainee II (2-year programme) —

Candidates should have:-

- (a) completed the first year of a 3-year full-time Diploma of Vocational Education programme of a relevant trade (Note 2) offered by the Vocational Training Council in 2017 or thereafter (obtained a pass in study), or equivalent; and
- (b) attained a level of proficiency in Chinese and English Languages equivalent to Secondary 3 standard.

Technician Trainee II (3-year programme) —

Candidates should have:-

- (a)
 - (i) completed Secondary 6, or equivalent, in 2017 or thereafter; or
 - (ii) completed a 1-year full-time Certificate in Construction programme of a relevant trade (Note 2) offered by the Hong Kong Institute of Construction in 2017 or thereafter (obtained a pass in study including the first year study of Part-time Day programme of a relevant trade (Note 2) offered by the Vocational Training Council), or equivalent; or
 - (iii) completed the first year of a 3-year full-time Diploma of Vocational Education programme of a relevant trade (Note 2) offered by the Vocational Training Council in 2017 or thereafter (obtained a pass in study and fulfilled the required number of hours of practical training), or equivalent; and
- (b) attained a level of proficiency in Chinese and English Languages equivalent to Secondary 3 standard.

Each applicant only needs to submit one application. Applicants may be selected for more than one interview if the information provided in their application forms matches with the entry requirements of a number of posts. They will be requested to indicate their preferred post(s) and discipline(s) during the interview (they may indicate preference for more than one post/discipline, of which they have met the entry requirements). Applicants who studied/are studying technical education programme in relevant trade shall be considered only for the post of Technician Trainee in relevant trade unless they have fulfilled other entry requirements or the conditions specified in Note 3.

Note:

- (1) The salary of Technician Trainee is subject to review in accordance with the department's pay adjustment mechanism annually.
- (2) The post of Technician Trainee I (2-year) is divided into Electrical, Mechanical, Vehicle, Air-conditioning, Electronics, Building Services, and Information Technology disciplines. The post of Technician Trainee I (3-year) is divided into Electrical, Mechanical, Vehicle, Air-conditioning, Electronics and Building Services disciplines. The post of Technician Trainee II (2-year/3-year programme) is divided into Electrical, Mechanical, Vehicle, Air-conditioning and Electronics disciplines.

- (3) Candidates completed a full-time Diploma of Vocational Education programme of Electrical, Mechanical or Air-conditioning discipline with successful completion of Mathematics 3G or 3E (obtained a pass in study and fulfilled the required number of hours of practical training) can apply for Technician Trainee I (3-year programme) of their respective disciplines as well as the Building Services discipline (3-year programme).
- (4) For non-civil service appointment purpose, “Grade C” and “Grade E” in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 are accepted administratively as comparable to “Level 3” and “Level 2” respectively in Chinese Language and English Language in the 2007 HKCEE and henceforth.
- (5) For non-civil service appointment purpose, “Attained with Distinction” in Applied Learning subjects (subject to a maximum of two Applied Learning subjects), and Grade C in Other Language subjects in the HKDSEE are accepted as equivalent to Level 3 in the New Senior Secondary subjects in the HKDSEE. “Attained” in Applied Learning subjects (subject to a maximum of two Applied Learning subjects), and Grade E in Other Language subjects in the HKDSEE are accepted as equivalent to Level 2 in the New Senior Secondary subjects in the HKDSEE.
- (6) Applicants admitted to Diploma of Vocational Education programme in or before academic year 2017/18 are required to complete prescribed further studies module.
- (7) Subject to the satisfactory performance of Technician Trainee I (3-year programme) and Technician Trainee II (3-year programme) and their attainment of satisfactory result in the study programme offered by the Vocational Training Council in their first year of training, their salary may be adjusted to HK\$18,560 and HK\$16,025 per month respectively starting from their second year of training.
- (8) Prospective graduates of courses may also apply for the above post. If selected, their appointment will be offered subject to their attainment of the above academic qualifications at the appointed time.
- (9) Applicants who have registered as apprentices under the Apprenticeship Ordinance (Chapter 47) will not be considered.
- (10) The signed contract of appointment will be voided should the candidates appointed fail to prove that they have met the entry requirements.
- (11) EMSD will arrange registration of Technician Trainee I with the Office of the Director of Apprenticeship as Apprentice under the Apprenticeship Ordinance for Engineering Technician training in the relevant trade. The training period for the successful candidates shall be determined by the Office of the Director of Apprenticeship subject to the qualifications held and the training previously completed. Technician Trainee I shall meet the following conditions to be awarded the certificate of completion of apprenticeship endorsed by the Director of Apprenticeship: (a) completed the specified diploma / higher diploma course offered by the Vocational Training Council at the end of the training programme; (b) attained satisfactory performance during the training programme; and (c) passed a trade test at the end of the training programme.
- (12) EMSD will arrange registration of Technician Trainee II with the Office of the Director of Apprenticeship as Apprentice under the Apprenticeship Ordinance for Engineering Craftsman training in the relevant trade. The training period for the successful candidates shall be determined by the Office of the Director of Apprenticeship subject to the qualifications held and the training previously completed. Technician Trainee II shall meet the following

conditions to be awarded the certificate of completion of apprenticeship endorsed by the Director of Apprenticeship: (a) attained satisfactory performance during the training programme; and (b) passed a trade test at the end of the training programme.

- (13) Being registered apprentices, Technician Trainees shall attend a technical education programme according to the Attendance Order issued by the Office of the Director of Apprenticeship under the Apprenticeship Ordinance (Chapter 47), if necessary. The course will be a part-time programme and Technician Trainees shall attend day classes and/or evening classes according to the timetable of the college/institute.
- (14) Successful candidates may be required to (a) be posted to other government departments (such as the Water Supplies Department, Drainage Services Department, Fire Services Department, Marine Department, etc.) or non-governmental/private organisations for practical training; (b) work in remote areas; (c) receive training outside Hong Kong (such as the Mainland and overseas intensive training and exchange programmes); (d) be engaged in physically demanding work; (e) work with computer; (f) wear uniform/protective clothing; and (g) perform any other related duties as required.

Duties:

Undergo on-the-job technical training and perform duties under the supervision of senior officers.

Terms of Appointment:

Successful candidates will be appointed on contract terms and receive training for a period of two years to three years as appropriate.

Fringe Benefits:

An end-of-contract gratuity may be granted if the contract is satisfactorily completed with consistently high standard of performance and conduct. Such gratuity, plus any contribution to be made by the Government to a Mandatory Provident Fund (MPF) scheme in respect of the appointee as required by the MPF Schemes Ordinance, will be equal to 10% of the total basic salary drawn during the contract period. Rest days, statutory holidays (or substituted holidays), annual leave, maternity leave, paternity leave, sickness allowance, where appropriate, will be granted no less favourable than the provisions of the Employment Ordinance.

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 (<http://www.csb.gov.hk>).

Applications on G.F. 340 should reach Training Unit 1, Electrical and Mechanical Services Department, 3 Kai Shing Street, Kowloon, Hong Kong **not later than 14 March 2024**. **Please specify "Application for the post of Technician Trainee" 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. On-line application can also be made through Civil Service Bureau's website (<http://www.csb.gov.hk>).

Your application will not be considered if late, submitted by fax or email, or if you fail to provide in G.F. 340 all information as requested or it is not clear from your statements that you have the minimum qualifications, training, experience or other requirements for the job. Candidates who are selected for interview will normally receive an invitation anytime during the ten-week period from the closing date for application. Those who are not invited for interview/written examination may assume that their applications are unsuccessful.

Enquiry Address:

Training Unit 1, Electrical and Mechanical Services Department, 3 Kai Shing Street, Kowloon, Hong Kong

Enquiry Tel.:

3155 3917

Closing Date for Application:

14 March 2024

Newspaper Advertised (with date):

Ming Pao Daily News (12 January 2024 and 16 February 2024)

Job Market (12 January 2024 and 16 February 2024)

Recruit (12 January 2024 and 16 February 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 requirement irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.
- (C) Non-civil service vacancies are **not** posts on the civil service establishment. Candidates appointed are **not** on civil service terms of appointment and conditions of service. Candidates appointed are not civil servants and will **not** be eligible for posting, promotion or transfer to any posts in the Civil Service.
- (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) 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.

- (F) 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 any further shortlisting criteria. 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 <http://www.csb.gov.hk> under “Administration of the Civil Service – Appointments”.
- (G) 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 submit copies of their official transcripts and certificates by mail to the above enquiry address.
- (H) 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.