



中華人民共和國香港特別行政區政府總部教育局
Education Bureau
Government Secretariat, The Government of the Hong Kong Special Administrative Region
The People's Republic of China

本局檔號 Our Ref. : (30) in L/M(9) to EMB(SRC)PER/25/2/1R 電話 Telephone : 2892 6340
來函檔號 Your Ref. : 傳真 Fax Line : 2573 3459

6 October 2014

The Chairman
Hong Kong Customs & Excise Department
Retired Officers' Association
c/o Hong Kong Customs & Excise Staff Relations Group
31/F, Customs Headquarters Building
222 Java Road, North Point
Hong Kong
(Att.: Mr CHAN Chun-wai)

Dear Mr Chan

Thank you for agreeing to disseminate the message of our recruitment of Assistant Operation Officer (Central Compliance) to your members.

I enclose a copy each of our Chinese and English recruitment advertisements, in which the job duties and entry requirements are set out, for your reference. The recruitment advertisement is placed on Mingpao Daily News on 4 October 2014 and on South China Morning Post on 4 October 2014 and 11 October 2014. I should be grateful if you would help disseminate our recruitment message to your members on or after 11 October 2014.

Thank you once again for your assistance in this matter.

Yours sincerely,

(Miss K Y LAU)

for Permanent Secretary for Education

Advertisement for Printed Media (in English)

EDUCATION BUREAU

Non-Civil Service Contract Vacancy

Division / School : Education Infrastructure Division

Post Title : Assistant Operation Officer (Central Compliance)

EDB Job Code : EDB/EI/186/14

Salary : \$ 12,530 per *month/day/hour (Contract Period : 1 Year/Month(s))

Duties : (a) To conduct inspection visits to the registered school and unregistered school premises, and to prepare investigation reports; (b) To serve as the Overall Commander or assistant to the Overall Commander in operational visits, as the case may be ; (c) To collect evidence including taking statements from witnesses and suspects; (d) To take follow up action and liaise with other government departments/authorities if necessary after operational visits; and (e) To testify in court if a prosecution is mounted

Entry Requirements : (a) Have at least 5 years of experience in law enforcement departments, e.g. the Hong Kong Police Force, Independent Commission Against Corruption, Customs and Excise Department and Immigration Department, and be Sergeant rank or above ; (b) Possess experience in law enforcement work ; and (c) Good command of spoken and written English and Chinese.

Closing date of application : 27 October 2014

Note : (a) Required to work 24 hours per week, and to work outside normal office hours; and (b) applicants are to consider that their applications are unsuccessful if they do not receive an invitation for interview by 27 November 2014.

How to apply : You may obtain an application form [G.F. 340 (Rev.3/2013)] from any Public Enquiry Service Centre of District Office, Home Affairs Department and any Job Centre of the Employment Services Division, Labour Department. You may also download the application form from the Civil Service Bureau's Internet website (<http://www.csb.gov.hk>). To apply, please send the completed application form to the address below **on or before the closing date for application**. Bilingual advertisements of the post, including other information such as gratuity (if any) and fringe benefits etc. are available at the Civil Service Bureau's Internet website (<http://www.csb.gov.hk>).
*[On-line application is accepted.]

Address : School Registration and Compliance Section, Education Infrastructure Division, Education Bureau, Room 1416, 14/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong

Enquiries Telephone : 2892 6342

Note : Please fill in the shaded areas.

* delete where inappropriate

Rev. March 2013

Advertisement for Printed Media (in Chinese)

教育局

非公務員合約職位空缺

科別/學校：教育基建分部

職位名稱：助理行動主任 (中央監察)

教育局編號：EDB/EI/186/14

入職薪酬：*月/日/時薪 \$ 12,530 (合約期：1年/月)

職責：(a) 到註冊學校及懷疑未註冊學校巡查，及撰寫調查報告；(b) 因應情況需要，在巡查時帶領行動，或協助進行巡查行動；(c) 搜集證據，包括向證人及涉嫌人錄取口供；(d) 在巡查完成後負責跟進工作，包括在有需要時與其他部門聯絡；以及(e) 在檢控程序中到法庭作供。

入職條件：(a) 在執法部門(例如香港警務處、廉政公署、香港海關、入境事務處)擔任工作最少五年，並曾擔任沙展或以上職級；(b) 擁有執法經驗；以及(c) 具備中、英書寫能力，並能以中、英文溝通。

截止申請日期：2014年10月27日

註：(a) 每星期工作24小時，及需於正常辦公時間以外執行工作；以及(b) 若申請人於2014年11月27日仍未收到通知，則其申請不獲接納。

申請手續：申請表格[即GF340號(3/2013修訂版)]可向民政事務總署各區民政事務處諮詢服務中心或勞工處就業科各就業中心索取，亦可透過公務員事務局互聯網網址(<http://www.csb.gov.hk>)下載。申請人須於截止申請日期或之前把填妥的表格送達下列地址。本職位之雙語版廣告及其他相關資料，如約滿酬金(如適用)及福利等，可參閱公務員事務局互聯網網址(<http://www.csb.gov.hk>)。*[以上職位接受網上申請]*

地址：香港灣仔皇后大道東213號胡忠大廈14樓1416室教育局教育基建部學校註冊及監察組

查詢電話：2892 6342

請填妥 部份。

* 請刪去不適用者

2013年3月 修訂版