

Hong Kong Christian Service
Centre for Harmony and Enhancement of Ethnic Minority Residents (CHEER)

Employment Vacancy

Part I : Employer Information

Company Name : <u>Land Registry</u>	Trade : <u>Civil service</u>
Company Address: <u>28/F, High Block, Queensway Government Offices, 66 Queensway, Hong Kong</u>	

Part II : Vacancy Information

Job Title : <u>Workman II</u>	No. of Vacancy(ies): <u>5</u>
Job Duties : <ul style="list-style-type: none"> ● <u>(a) messengerial duties, including indoor and outdoor collection and delivery of documents and other articles, etc.;</u> ● <u>(b) manual labour work, including moving office furniture, stores and equipment, and cleansing of office equipment and appliances, etc.;</u> ● <u>(c) simple office duties, including manning of office reception counters, photocopying, sorting and faxing of documents, mailing letters, pantry services, etc.; and</u> ● <u>(d) office security duties, including opening/locking office entrances, etc.</u> 	
Contract of Employment : <u>Full-time</u>	
Work Place:	
Working Hours : <u>5 Working days per week (45 hours net per week); Regular hours</u>	
Basic Salary : <u>HK\$ 12,475 per month</u>	
Required Education : <u>Primary (Completed Primary 6)</u>	
Working Experience : <u>N/A</u>	
Language Requirement : <u>Ability to Listen & Speak</u> <u>Cantonese</u> <input checked="" type="checkbox"/> <u>Fluent</u> <u>English</u> <input checked="" type="checkbox"/> <u>Fair</u>	<u>Ability to Read & Write</u> <u>Chinese</u> <input checked="" type="checkbox"/> <u>Able to Read</u> <u>English</u> <input checked="" type="checkbox"/> <u>Able to Read</u> <u>Able to write simple Chinese or simple English</u>
Other Entry Requirements: (1) Candidates will be required to pass a trade test. (2) 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 be taken into account only if two candidates are considered equal in all other aspects.	

Part III: Job Application Method

<p>Applicants can apply the vacancy by: Send the completed application form [G.F. 340 (Rev. 3/2013)] which can be downloaded from the Civil Service Bureau's website (http://www.csb.gov.hk) by post to the Land Registry. Online applicants can also be made through the Civil Service Bureau's website.</p>
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Posting date until: **5/4/2018**