

Job Ad for Housekeeping Assistant for Community Isolation Facilities (CIFs), Security Bureau (SB)

Salary

\$31,000 per month

Contract Period

- 2 months from March to May 2022, subject to renewal thereafter on a monthly basis

Working Hours

- 48 hours a week with an average of 9.6 hours (5-day week) or 8 hours (6-day week) per working day (including pay for one-hour meal break with the working hours of each working day; and pay for one rest day in every period of seven days).
- Required to work irregular hours to provide round-the-work service to CIFs. The work shift will be assigned by the Government based on operational needs.

Place of Work

CIFs as designated by the Government, including –

- purpose-built CIFs;
- public housing estates; and
- hotels.

Main Duties

Main duties are:

- (a) to undertake duties related to admission and discharge of persons staying in CIFs by operating the computer system at the front desk;
- (b) to coordinate and communicate with relevant parties to facilitate the admission and discharge procedures;

- (c) to handle persons' requests during the admission and discharge procedures, and during their stay in CIFs; and
- (d) to perform other housekeeping and administrative tasks of CIFs as assigned by the supervisor.

Entry requirements

Candidates should:

- (a) have completed Secondary 5, or equivalent;
- (b) have at least 2 years of working experience in the travel industry or possess valid coach/instructor certificate recognised by respective National Sports Associations of Hong Kong or equivalent;
- (c) have basic knowledge of internet, email and application of common business softwares, such as MS Word and Excel;
- (d) have basic command of written and spoken in English and Cantonese and basic communication and interpersonal skills;
- (e) have completed at least two doses of COVID-19 vaccine;
- (f) have no criminal record;
- (g) be able to report duty with one calendar day's notice (likely to be served in March 2022).

Job requirements

The appointees should:

- (a) be hard-working, responsible and obey instructions;
- (b) should work in shifts round-the-clock, and on weekends as well as Public Holidays;
- (c) with full set of Personal Protection Equipment (PPE) (including face shield, mask, gown, cap and gloves) provided by the Government, should work in the CIFs which will have interaction with persons who are tested positive for COVID-19;
- (d) using Rapid Antigen Test (RAT) kits provided by the Government, conduct self-test for COVID-19 before work on each day and report for duty only with negative result obtained; and

- (e) sign a declaration stating they will uphold the Basic Law of Hong Kong Special Administrative Region (HKSAR) of the People's Republic of China, bear allegiance to the HKSAR of the People's Republic of China, be dedicated to their duties and be responsible to the Government of the HKSAR upon employment.

Terms of Appointment

The successful candidate will be appointed on **non-civil service contract terms for 2 months** and is expected to assume duty within March 2022.

Fringe Benefits

Holiday

- The successful candidate will be entitled to general holidays and sickness allowance.
- For a contract period of less than 12 months, the paid annual leave entitled will be calculated pro-rata based on 12 days' paid leave for a continuous employment of 12 months (i.e. two days' paid leave for two-month employment period).

How to Apply

Form

- Complete the designated application form which is obtainable from SB website (<https://www.sb.gov.hk/eng/news/index.html>).

Submission

- **Deadline: 4:00 p.m. on 3 March 2022**
- Completed application form should reach the Government by –
 - Email to **sb-recruit@sb.gov.hk**
- Candidates should state in the application forms –
 - their home addresses, email addresses and mobile telephone number (which could be reached by SMS messages)

Enquiry

- Please call 2810 3926 or 2810 3751 during office hours.

Interview

- The selected candidates will be invited to an interview. They should bring along with the following documents (**original and one copy**) for verification:
 - HKID card;
 - Record of COVID-19 vaccine;
 - proof for their academic qualifications (completion of Secondary 5);
 - employment records with post title and description of duties. Documentary proof such as copy of salary slip or employment letter with names of travel industry practitioners; copy of coach/instructor certificate are acceptable; and
 - Bank passbook or card (for salary payment)
- Candidates who are selected for interview will normally receive an invitation by SMS in about two weeks. Those who do not receive the SMS may assume their applications are unsuccessful.

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 Government may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be selected for interview and offered employment.