

Government to offer more than 700 time-limited jobs in Executive Service Assistant and Support Service Assistant positions

With a view to relieving the worsening unemployment situation due to the epidemic, the Government has earmarked \$6 billion under the Anti-epidemic Fund to create around 30 000 time-limited jobs in both the public and private sectors in the coming two years for people of different skill sets and academic qualifications. Among them, different government bureaux and departments will provide a total of over 700 time-limited positions in performing executive functions and clerical services to increase employment opportunities.

A spokesman for the Civil Service Bureau (CSB) said today (June 19) that the CSB is now co-ordinating with different bureaux and departments concerning the recruitment for the over 700 time-limited posts mentioned above, so as to enhance efficiency and to save applicants from having to submit multiple applications to different bureaux and departments.

The spokesman said that based on the operation needs of different government bureaux and departments, it was estimated that some 300 Executive Service Assistants (ESAs) and some 430 Support Service Assistants (SSAs), to be responsible for executive and clerical duties respectively, would be recruited in this exercise. Recruitment is open to all permanent residents of the Hong Kong Special Administrative Region who meet the relevant entry requirements. Successful candidates will be employed on non-civil service contract terms for not more than 12 months.

Applicants for the position of ESA should hold a local bachelor's degree or equivalent. The post, which is suitable for university graduates, is now open for application with a deadline of June 29 (Monday). The application results will be announced in September at the earliest. For details of the entry requirements and the application methods for the position of ESA, please visit the CSB's website (www.csb.gov.hk).

ESAs will be assigned to work in different bureaux or departments and will be mainly deployed to provide support in a wide range of executive functions including human resource management, departmental administration, general administration support, district administration, support to boards and councils, executive and policy support, scheme administration, regulatory functions and complaints management, financial resource management, event management, and system/project planning and development.

Applicants for the position of SSA need to have obtained Level 2 or above in five subjects including Mathematics and the language proficiency of Level 2 or above in Chinese Language and English Language in the Hong Kong

Diploma of Secondary Education Examination, or equivalent. They should also possess Chinese and English word processing skills. The position is suitable for secondary school graduates. SSAs will be assigned to perform general clerical duties in different government bureaux or departments. The recruitment exercise for the post will be conducted in August this year.